

CIVILIAN RESIDENT OCCUPANCY AGREEMENT

This **RESIDENT OCCUPANCY AGREEMENT** ("Agreement") is made this _____ day of _____, 20____, between **FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES, II (FLFHC II) L.L.C.**, a Kansas limited liability company ("**Landlord**") and _____ ("**Resident**") _____ (SSN).

1. TERM OF OCCUPANCY. Landlord grants occupancy to Resident and only those persons authorized by this Agreement for a **12 month** term starting on _____ and ending _____ for the premises known as _____ ("**Premises**") located on the Fort Leavenworth military installation (the "**Base**"), for use as a dwelling only under the terms of this Agreement and the Resident Guidelines & Community Handbook ("**Handbook**"), including any modifications or changes thereto which may be made from time to time. The Agreement will continue on a month-to-month basis until terminated by either Resident giving 30 days prior written notice to Landlord or Landlord giving 30 days prior written notice to Resident.

Any damages shall be paid in addition to any prorated monthly rent or other money owed by Resident as a result of Resident's physical damage to the Premises.

2. RENT/SECURITY DEPOSIT. The base rental rate shall equal \$ _____ per month. A prorated rent amount of \$ _____ plus a security deposit of \$ _____ will be required upon move-in.

- (a) Payment will be made by credit card, debit card, money order, cashier's check, or certified check payable directly to Landlord. Payment is due on the first day of each month (payment in advance).
- (b) Payment by payroll deduction, if available, may be coordinated directly with the Bookkeeper. Rent paid by payroll deduction cannot be split between two monthly payroll periods. Rent must be paid in full by the 5th day of the month or \$50 late fee will be assessed.
- (c) The monthly rental rate may be subject to increase (i) upon thirty (30) days written notice from the Landlord.
- (d) The first payment of rent by Resident shall be made on or before _____, 20____ in the amount of \$ _____.

3. PREMISES OCCUPIED BY RESIDENT PRIOR TO COMMENCEMENT DATE. Resident and Landlord acknowledge that this Agreement might have been signed by Resident prior to the Commencement Date or that Resident may have occupied the Premises before the effectiveness of this Agreement under a prior arrangement with the Army. If either of the foregoing applies to Resident, Resident shall be bound by the inspection of the Premises, if any, conducted on the earlier of the date Resident signed this Agreement or the date Resident first occupied the Premises, as though such inspection were conducted pursuant to paragraph 4 below.

4. INSPECTION AT COMMENCEMENT OF OCCUPANCY AND INVENTORY. Except with respect to Premises occupied by Resident prior to effectiveness of this Agreement (addressed in paragraph 2 above), Resident and Landlord agree that prior to beginning occupancy of the Premises, they will conduct a joint examination of the Premises. Resident will be provided a copy of the inspection results. Resident hereby agrees that, except as set forth in the Move In/Out Checklist completed in connection with such inspection, the Premises was rented to Resident in good order and repair, and that the Premises was in a safe, clean and habitable condition. Resident further acknowledges responsibility for maintaining the cleanliness of the Premises and that damages to the Premises that are not described on the Move In/Out Checklist as existing prior to Resident's occupancy and that exceed fair wear and tear are subject to being repaired by Landlord at Resident's expense. For Premises occupied prior to the effectiveness of this Agreement or if no inspection is conducted at the commencement of occupancy, Resident agrees to be bound by the most recent inspection of the Premises on file with Landlord or the Army, which inspection is available to Resident upon written request to Landlord. Within five (5) days of the initial date of occupancy or upon delivery of possession, Landlord, or Landlord's designated representative, and Resident shall jointly inventory the Premises. A written record detailing the condition of the Premises and any furnishings or appliances provided shall be completed. Duplicate copies of the record shall be signed by Landlord and by Resident as an indication the inventory was completed. Resident shall be given a copy of the inventory.

5. LATE PAYMENT AND RETURNED CHECKS. Payments for rent not received by Landlord on or before the due date are late and constitute a default under this Agreement. If any installment of rent is not received by Landlord within five (5) days from the due date, Resident agrees to pay an administrative charge of fifty dollars (\$50.00). Resident also agrees to pay Landlord an

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additional charge of thirty dollars (\$30.00) for each check returned unpaid. Landlord has the right to require that all payments that are not paid by allotment be made by money order, cashier's check, or certified check, and when default in payment occurs, to request that the entire Agreement period amount of the debt be paid at once.

6. NUMBER OF OCCUPANTS. Resident agrees that only Resident and the following family members/dependents of Resident shall be authorized to reside in or otherwise occupy the Premises (hereinafter, the "**Authorized Occupants**"): Name of Spouse: _____; Names(s) of Child/Children: _____; **Other:** _____.

As the Premises is located on a secure military installation under the control of the Army, no persons other than Resident and the Authorized Occupants listed in this Agreement are authorized to reside in the premises without prior written approval of Landlord. Changes in the number and status of family members must be promptly reported to Landlord. Guests of Resident shall not occupy the Premises for more than 30 days in a calendar year without the written approval of Landlord.

7. KEYS AND LOCKS. Resident hereby acknowledges receipt of _____ keys and _____ garage door openers for the Premises. Locks may not be changed or added without the written permission of Landlord. If permission is granted, Resident shall promptly furnish Landlord with a key to each lock, without charge to Landlord, and the lock shall remain when Resident vacates the Premises. Residents will be charged a replacement fee of \$15.00 for each lost key and \$50.00 for each lost or damaged garage door opener. All keys and garage door openers shall be turned in to Landlord by the earlier of (i) twenty-four (24) hours after vacating the Premises or (ii) the check-out inspection.

8. RESIDENT GUIDELINES & COMMUNITY HANDBOOK ("Handbook"). In addition to this Agreement, Resident, all Authorized Occupants and all guests of Resident shall also comply with, and shall be subject to, the terms of the Handbook as it is published on the date this Agreement is signed for the duration of their term of occupancy. The Handbook is hereby incorporated into this Agreement by this reference. Any modifications or changes to the Handbook shall be published in the Base's newspaper [or by publication on Landlord's website]. A Resident must comply with, and shall be subject to, such modifications or changes to the Handbook effective when Resident's original term of occupancy has ended or after 30 days notice is given by publication of such modifications or changes. By signature(s) below, Resident acknowledges receipt of a current copy of the Handbook and agrees to comply with, and be subject to, its terms. Violation of the terms of the Handbook may result in the termination of this Agreement by Landlord and, if necessary, eviction.

9. ASSIGNMENT AND SUBLETTING. Resident shall neither assign this Agreement or sublet the Premises nor grant any concession or license to use the Premises or any part thereof. Any assignment, concession or license without the prior written consent of Landlord shall constitute a breach of this Agreement by Resident and subject Resident to eviction and/or claims by Landlord for monetary damages.

10. USE AND QUIET ENJOYMENT. Resident will enjoy the use of the Premises in a manner that does not disturb other Residents or create a public nuisance in violation of the Handbook (referenced in paragraph 9 above).

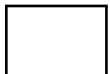
11. PROHIBITED ACTIVITIES, ILLEGAL SUBSTANCES, AND MATERIALS.

a. Resident shall not possess, store, or otherwise permit anyone to possess or sell illegal substances on the Premises, including but not limited to illegal weapons, explosives, or chemicals with which illegal drugs or explosives may be produced.

b. Resident shall not: permit licensed or unlicensed gambling on the Premises; install or operate, or permit to be installed or operated, any device which is illegal; use or permit the Premises to be used for any illegal business or purpose; or, sell, or commercially store or dispense, or permit the sale, or commercial storage or dispensing of beer or other intoxicating liquors on the Premises.

c. Resident shall not keep or have on the Premises any article, liquids, chemicals or thing of a dangerous, inflammable or explosive nature that might unreasonably increase the danger of fire, explosion, or cause physical illness, or that might be considered hazardous or extra hazardous by state or county fire/safety officials and under the provisions of a insurance company policy. Should Resident maintain said hazardous materials on the Premises, that cause injury or damage, Resident shall be financially responsible for said injury and/or damages.

d. Resident does not comply with the restrictions in this paragraph 12 regarding prohibited activities and illegal substances and materials, Landlord will have the right, at its discretion, to immediately terminate this Agreement as may be allowed by applicable law. Failure of Resident to remove said materials upon written request of Landlord may, at the option of Landlord result in immediate termination of this Agreement and, if necessary, eviction.



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12. **PETS.** Resident shall be permitted to keep pets in accordance with the provisions of the Handbook and attached Pet Addendum. Resident shall bear all legal and financial responsibilities for any injuries or damages caused by the animals.

13. **CABLE, SATELLITE AND OTHER TELEVISION FACILITIES.** Resident shall refer to the Handbook for specific details relating to the keeping of cable, satellite and other television facilities on the Premises.

14. **UTILITY CHARGES.** Utility charges for the Premises are to be paid as follows:

<u>ITEM</u>	<u>TO BE PAID BY</u>	<u>ITEM</u>	<u>TO BE PAID BY</u>
Electric	FLFHC	Cable/Satellite TV	Resident
Water	FLFHC	Telephone	Resident
Sewer	FLFHC	Internet	Resident
Garbage	FLFHC		

There shall be no change in the Resident's or FLFHC II's respective responsibilities for payment of said utilities pursuant to this Agreement without FLFHC II providing the Resident at least 30 days prior written notice. The Resident acknowledges that after the implementation of the Army's "Resident Direct Pay Program", the Resident may be personally responsible for the payment of the Premises' excess gas and electricity usage. A utility allowance will be identified by FLFHC II from within the Resident's rent to pay for normal gas and electric usage, and the Resident will be responsible for gas and electric costs that are in excess of such utility allowance. Payment of such costs shall be deemed additional rent hereunder and will be due within 15 days after being invoiced to Resident. The Resident will be entitled to a credit when actual costs are less than the utility allowance.

15. **REPAIRS.** Residents shall make no repairs to the Premises or fixtures located within the Premises without the prior written approval of Landlord. Resident shall immediately notify Landlord of any damages to the Premises. Landlord is required to maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, and ventilating and air conditioning appliances that are provided and included with the Premises at the time Resident enters this Agreement. Resident is required to keep all plumbing fixtures in the Premises as clean as their condition permits and use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning appliances that are provided with the Premises.

16. **DAMAGES.** Whenever damage to the premises is caused by carelessness, misuse, or negligence on the part of Resident, his/her guests and or pets, Resident agrees to pay the cost of all repairs and do so within thirty (30) days after receipt of Landlord's notice for the repair charges.

17. **ALTERATIONS AND FIXTURES.** Resident shall make no alterations to the Premises or adjacent areas, incur any debt or make any charges against Landlord, or create any lien upon the Premises for any work done or material furnished without the prior written consent of Landlord. Any fixtures installed by Resident shall be at Resident's expense; shall be affixed in a manner that will not damage or alter the building or adjacent areas and shall be removed by Resident at the expiration of this Agreement. In the event such fixture or other personal property of Resident is not removed at the expiration of this Agreement, Landlord may treat the same as abandoned and charge Resident the cost paid for removal of the property and repair of the Premises.

18. **ACCESS DURING OCCUPANCY.** Resident will allow Landlord or an agent of Landlord, to enter the Premises upon forty-eight hours (48) hours notice between the hours of 7:30 a.m. and 4:30 p.m., Monday through Fridays. In the event of an emergency or if it is impractical to give notice, no notice will be required. In the event Resident is absent, Landlord will endeavor to delay the access until the return of Resident but need not do so beyond 24 hours. The purpose of the access is to ensure the Premises 1) can be maintained by Landlord in an efficient and timely manner in accordance with customary industry practices, 2) are not in need of repair, and 3) are being used in conformity with the provisions of this Agreement or any other purpose permitted by applicable law.

19. **PROPERTY AND LIABILITY INSURANCE.** The Landlord has not obtained personal property and liability insurance for the Resident. The Resident is required to obtain and maintain general liability insurance coverage of a minimum of \$100,000 for the duration of their tenancy at their sole cost and expense. Resident's Renters Insurance Policy shall name Fort Leavenworth Frontier Heritage Communities II, LLC at 220 Hancock Avenue, Fort Leavenworth, Kansas 66027 as an additional insured. Resident is strongly encouraged to insure personal property in an amount sufficient to cover the resident's property. The Resident acknowledges that the

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Landlord is not responsible for the Resident's losses resulting from flood, earthquakes, natural disasters, power failures, fire or any other cause where the Landlord was neither negligent nor the proximate cause of the Resident's loss.

As of February 2015, renter's insurance has been eliminated from the cost component of BAH. Resident must maintain a renter's insurance policy (at your cost) protecting you against claims for bodily injury, personal injury and property damage arising out of your use, occupancy or maintenance of the Residence, including liability to Landlord for damage to Landlord's property for the following causes of loss: fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage. You may not do anything or allow any action that invalidates the policy. The renter's insurance may be issued by any company of your choice, provided that the carrier is licensed or admitted to transact business in Kansas, and maintains during the policy term a "General Policyholder Rating" of at least a B+, V, in the most current issue of "Best's Insurance Guide." We must be listed as an "additional insured" (if this type of coverage is available from the insurance company) or as an "interested party" (if your insurance company will not name us as an "additional insured") under the insurance policy. Before the Commencement Date, you must deliver to us a certified copy of the insurance policy or certificates of insurance evidencing the existence and amounts of the required insurance. No policy may be canceled or modified except after thirty days prior written notice to us (ten days for nonpayment). At least thirty days before the expiration of the policy, you must furnish us with evidence of renewal. The policy must be a waiver of subrogation. The policy may not contain any intra-insured exclusions as between insured persons or organizations. The policy limits will not limit your liability. Any insurance maintained by us and our Related Parties and you will not be named as an additional insured. You must pay any increase in insurance premiums held by us and our Related Parties for the Property resulting from the actions, omissions, use of occupancy of the Residence by you and your Related Parties. The insurance is meant to protect both you and us, by potentially providing you with a potential recovery source (other than us) if you suffer a loss, and by potentially providing us with a recovery source if you damage the Residence and/or Property. Therefore, your **failure to maintain renter's insurance is a material breach of this Agreement.**

20. DESTRUCTION OF PREMISES. If the Premises or any part thereof become uninhabitable as a result of fire or other casualty, Resident may immediately vacate the premises and terminate this Agreement, provided that he or she notifies Landlord of the decision within one week after vacating. If Resident fails to notify Landlord within one week of such event, Resident remains liable for rent until the date that Landlord receives actual notice. Should Landlord determine that the Premises are uninhabitable due to the negligence of Resident, Resident will be liable for the rent for the term of the original Agreement or until the Premises are reoccupied, whichever occurs first.

21. LIMITATION OF LIABILITY. Except for any damages, injuries or losses to person or property caused by or resulting from the acts or omissions of Landlord, Landlord's agents, servants, or employees, Landlord shall not be liable to Resident, Resident's family members, guests, or invitees for any damages, injuries or losses to person or property caused by crime, vandalism, fire, smoke, pollution (including second hand smoke), water, lightning, rain, flood, water leaks, hail, ice, snow, explosion, interruption of utilities, electrical shock, defect in any contents of the dwellings, latent defect in the community, acts of nature, other unexplained phenomena, acts of other residents. Resident expressly acknowledges that Landlord has made no representations, agreements, promises, or warranties regarding security of the Premises or surrounding community. Landlord does not guarantee, warrant or assure Resident's personal security. **IN THE EVENT OF CRIMINAL ACTIVITY, RESIDENT SHOULD CONTACT THE MILITARY POLICE IMMEDIATELY.**

22. INVENTORY OF APPLIANCES. Appliances provided (if checked)

Range/Oven ☒ Refrigerator ☒ Dishwasher ☒

23. EXIT INSPECTION OF PREMISES. Landlord and Resident will conduct a joint exit walk through inspection of the Premises upon the termination of this Agreement. The walk through inspection will occur not more than 10 days before Resident ends occupancy of the Premises pursuant to this Agreement. Using the Move In/Out Checklist that was used to record the condition of the Premises at the inception of this Agreement, Landlord shall itemize any damages to or deficiencies in the condition of the Premises that exceed normal wear and tear. Landlord shall sign and provide Resident with a copy of the Move In/Out Checklist. Resident shall provide Landlord with written acknowledgment that Resident has received a copy of the Move In/Out Checklist.

IN THE EVENT LANDLORD FAILS TO CONDUCT AN EXIT INSPECTION AS REQUESTED BY RESIDENT IN COMPLIANCE WITH THIS AGREEMENT, LANDLORD AGREES THAT THE PREMISES WILL BE TREATED AS THOUGH AN INSPECTION WAS CONDUCTED AND NO NEW DEFICIENCIES WERE DISCOVERED.

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Resident shall provide Landlord with Resident's forwarding address to facilitate any further necessary communication between the parties to include the payment of any refunds owed Resident by Landlord. Landlord will provide Resident with an itemized statement that clearly describes any damages caused by Resident's noncompliance with provisions of this Agreement and the charges imposed by Landlord to repair the damage or otherwise correct the deficiencies caused by Resident's non-compliance with this Agreement.

Any refund of rent due to Resident by Landlord, less any amount owed to Landlord by Resident for damages or other charges allowed under this Agreement, will be paid within fourteen (14) days after Landlord's receipt of Resident's final payment of Rent owed pursuant to this Agreement. Amounts owed Landlord by Resident that are not paid within 30 days of written notice of amounts due are subject to being submitted to a collection agency by Landlord for collection.

24. TERMINATION BECAUSE OF DEFAULT. In the event of a failure to pay rent, Resident will be given five (5) days written notice to pay the amount due (plus interest and/or administrative fees) and/or vacate the Premises. In the event Resident breaches any of the other terms of this Agreement, Resident will be given five (5) days written notice (as may be required by state or local laws) to either cure the default and/or vacate the Premises. In addition to the rights described above, in the event of a default by Resident under this Agreement, Landlord will have the right to proceed against Resident in a court of law for eviction, enforce payment of the rent and any other charges for which Resident is liable, and/or enforce any of the terms of this Agreement. Landlord reserves the right to cumulatively use any and all remedies available to Landlord under the applicable laws of the United States and/or the State of Kansas.

25. EVICTION.

a. Landlord may terminate this Agreement and commence an eviction action against Resident in accordance with State and local law for Resident's failure to pay rent or for one or more violations by Resident of this Agreement or the Handbook that: a) affect or threaten to affect the health or safety of other residents in the community; or, b) substantially interfere with the right to quiet enjoyment of other residents of the community.

b. If Resident remains in possession of the Premises without Landlord's consent after expiration of the term of this Agreement, Resident is deemed to be in breach of this Agreement and Landlord may commence an eviction action in accordance with applicable law. An eviction action may be filed no earlier than the first day following the expiration of this Agreement. On retaining possession beyond the rental period without consent of Landlord, Resident shall be obligated to pay Landlord's court costs, damages, and any amounts due to the holdover by Resident as permitted by applicable law.

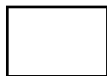
c. Landlord may terminate this Agreement and commence an eviction action against Resident immediately upon Landlord's receipt of notice from the Army that Resident has been barred from entering the military installation.

26. VOLUNTARY DEMOLITION OF PREMISES. If Landlord chooses to voluntarily demolish the premises, Landlord will provide Resident one hundred and twenty (120) days written notice. Resident may vacate the premises at any time within the one hundred and twenty (120) day period and is responsible for payment of prorated rent for the period that the premises are occupied.

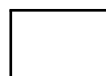
27. ABANDONMENT. If Resident abandons the Premises, Landlord may, at Landlord's option, (i) enter the Premises by any means allowed under applicable law, (ii) relet the Premises, for the whole or any part of the then expired term and receive and collect all rent payable by virtue of such reletting. The Premises and its contents may be deemed by Landlord to be abandoned. Landlord may peaceably enter the Premises and remove the contents in accordance with the provisions of applicable law. If Landlord's right of re-entry is exercised following abandonment of the Premises by Resident, then Landlord may consider any personal property belonging to Resident and left on the Premises to also have been abandoned, in which case Landlord may dispose of all such personal property in any manner allowed under applicable law. Landlord will provide Resident with an itemized statement that clearly describes any damages caused by Resident's noncompliance with provisions of this Agreement and the charges imposed by Landlord to repair the damage or otherwise correct the deficiencies caused by Resident's non-compliance with this Agreement. Amounts owed Landlord by Resident that are not paid within thirty (30) days of written notice of amounts due are subject to being submitted to a collection agency by Landlord for collection.

28. NOTICES. Any notice required by this Agreement shall be sent to the recipient's last known address (which in the case of Resident shall be the Premises unless a change of address notice has been delivered to Landlord), by certified prepaid mail or overnight courier service. Notices shall be deemed to have been served when delivered. Notices to Landlord shall be sent to Fort Leavenworth Frontier Heritage Communities, P.O. Box 3387, Fort Leavenworth, KS 66027, Attn: Property Manager.

29. SEVERABILITY/GOVERNING LAW. If any provision or clause of this Agreement is held invalid by a court of law, such invalidity shall not affect the validity of other provisions of this Agreement, and to this end the provisions of this Agreement are declared to be severable. The parties agree that this Agreement shall be interpreted and governed by the laws of Kansas.



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30. CONFIDENTIALITY OF RESIDENT RECORDS. Landlord or managing agent shall not release financial information about a Resident or prospective Resident, other than a Resident's rent payment record and the amount of Resident's periodic rental payment, to a third party without the prior written consent of Resident or prospective Resident or upon service on Landlord of a subpoena for the production of records. This section shall not preclude Landlord from releasing information pertaining to Resident or prospective Resident in the event of an emergency or to the legal representatives of Resident to include Executors and Administrators of estates and Trustees and Guardians in the performance of their duties.

(The confidentiality restrictions of this provision shall not apply where Resident is in default of the rental payments nor will it preclude the use of information to recover monies owed by Resident.)

31. MODIFICATIONS. Any modifications to the terms and conditions concerning this Agreement shall be executed in writing, signed and dated by the parties and made a part of this Agreement.

32. CONFLICTS. The terms of this Agreement shall take precedence over any conflicting terms between this Agreement and the Handbook.

33. LEAD BASED PAINT. For a Resident occupying a home constructed prior to 1978, Resident acknowledges receipt of the booklet published by the U.S. Environmental Protection Agency entitled "Protect Your Family From Lead In your Home" (EPA747-K-94-001) (May 1995) and the "Disclosure of Information on Lead-Based Paint and/or Lead Based Paint Hazards."

34. PERIMETER SOIL. Resident acknowledges that chlordane and other pesticides may be present around the perimeter of the foundations of the Premises from the edge of the foundation to just beyond the drip-line of the roof of each building and agrees not to disturb the soil in this area.

35. MOLD. Resident acknowledges that to avoid mold growth it is important to prevent excessive moisture buildup and agrees to remove visible moisture accumulation as soon as it occurs and immediately report to Landlord any evidence of excess moisture or mold or mildew inside the Premises.

36. WAIVER. No waiver of any condition, covenant or agreement expressed in this Lease shall be implied from any neglect or delay of Landlord: (a) to demand strict performance thereof, (b) to declare a forfeiture, or (c) to exercise any other remedy hereunder on account of the violation of such condition, covenant or agreement; or from any other conduct or lack of conduct by Landlord, unless such waiver shall be in writing, and no written waiver shall affect any condition, covenant, or agreement other than the one specified in the written waiver, and then only for the time and in the manner in such written waiver specially stated. Resident waives the benefit of any exemption laws of Kansas for all debts contracted for rents.

37. SUBORDINATION. This Agreement and Resident's rights hereunder are subject and subordinate to all present and future financings secured by property of which all the Premises are a part.

LANDLORD: Fort Leavenworth Frontier Heritage Communities, II

RESIDENT:

Signature of Agent and Date

Resident Signature and Date

RESIDENT: _____

Resident Signature and Date

RESIDENT'S INITIALS & DATE

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Attachments to this Resident Occupancy Agreement are:

- a) Unit Inspection Report
- b) Resident Guidelines & Community Handbook
- c) Pet Addendum (where applicable)
- d) Lead Information Booklet
- e) Other: _____

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RESIDENT'S INITIALS & DATE

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Civilian Occupancy Addendum

As a civilian occupant in privatized, military housing, it is understood that your tenancy is considered temporary, as active duty service members take priority within Fort Leavenworth Frontier Heritage Communities (FLFHC). If, at any time, a need is developed for service members to occupy homes, you will be given a 30 day or 60 day notice to vacate (depending on length of occupancy).

By signing this document, you agree and accept the terms and conditions of this addendum.

Resident

Date

FLFHC Representative

Date

Landlord's Initials _____

Resident's Initials _____



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

KEY RECEIPT ACKNOWLEDGEMENT

Resident: _____

Address: _____

Please check all that apply and the number received of each:

- | | | |
|---|--|---|
| <input type="checkbox"/> _____ Front Entry Door Key | <input type="checkbox"/> _____ Back Entry Door Key | <input type="checkbox"/> _____ Community Center Access Card # _____ |
| <input type="checkbox"/> _____ Garage Door Key | <input type="checkbox"/> _____ Garage Door Opener | <input type="checkbox"/> _____ Parking Pass # _____ # _____ |
| <input type="checkbox"/> _____ IB Basement Door Key | <input type="checkbox"/> Other: _____ | |

Mail Box Key: Mail box key can be obtained at Leavenworth Post Office:

330 Shawnee St. Corner of 4th & Shawnee

- **Deposit fee applies**
- **Bring 1st page of lease**

Charges Applied for Any Items Not Returned Per Key/Opener/Pass/Access Card

\$10.00 Front Entry Door Key
\$10.00 IB Basement Door Key
\$10.00 Garage Door Key
\$15.00 Parking Pass

\$10.00 Back Entry Door
\$15.00 Community Center Access Card
\$50.00 Garage Door Opener
\$_____ Other: _____

Resident Signature Date

Resident Printed Name Date

POA Signature Date

POA Printed Name Date

FLFHC Representative Date

04052018

220 Hancock Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 758-1779
<http://www.ftleavenworthfamilyhousing.com>



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

PARKING TAGS

As parking spots in the above mentioned areas are limited to residents of that area, Fort Leavenworth Frontier Heritage Communities is issuing each residence two (2) hang tags for their automobiles.

Please hang these tags from the rear view mirror of your vehicle, so that the Military Police are able to determine that you are legally parked in areas reserved for residents.

This document will be kept in your FLFHC file. Upon move-out, return tags to FLFHC.

Failure to return tags to housing office will result in a charge of \$15.00 per tag.

Please sign below to acknowledge receipt of hanging parking tags for your village

Resident Name _____ Date Tags Issued _____

Address _____

1. Tag # _____

2. Tag # _____

SIGNATURE

--

Date Tags Returned _____ (To be completed upon move-out)



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

TO: Residents of homes built in and after 2007

FROM: Frontier Heritage Communities

Welcome to your new home. These units have been designed and constructed with the utmost care and we ask that you help us keep them in excellent condition by agreeing to the following:

1. PLEASE DO NOT MAKE ALTERATIONS OF ANY KIND TO THE EXTERIOR of the home.

- ☒ Do not drill holes or nail into the exterior siding. Please find another means of displaying your decorative outdoor items.
- ☒ Do not place sheds or outbuildings on the grounds of your new home. There is sufficient storage space in the garage and basement combined.
- ☒ Do not make any changes, additions or extensions to the exterior fencing.
- ☒ Do not install spas or above-ground pools on the grounds of your home.
- ☒ Do not make any alterations to the landscape. You may display potted plants.

2. PLEASE DO NOT MAKE ALTERATIONS OF ANY KIND TO THE INTERIOR of the home.

- ☒ Do not paint any of the walls. The home was designed and decorated with contemporary paint colors and finishes.
- ☒ Do not make any alterations or attempt to build or finish any additional living space in the home. The basement is designed for storage only.

*The checked boxes apply to your village

Thank you for your cooperation in our efforts to keep these homes in excellent condition for yourself and future residents. Please acknowledge that you agree to these terms by signing this memo in the space below.

ADDRESS _____

RESIDENT NAME (Please Print) _____

RESIDENT SIGNATURE DATE _____

HOUSING COORDINATOR SIGNATURE



LEAD-BASED PAINT ADDENDUM

This addendum (this "**Addendum**") is made this ____ day of ____, 20²², and forms a part of that certain Lease Agreement dated ____ (the "**Lease**"). between Fort Leavenworth Frontier Heritage Communities, II, LLC ("**Owner**" or "**Lessor**"), and ____ ("**Tenant**" or "**Lessee**") for the Premises described in the Lease. In case of conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Lessors must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. These hazards are discussed in an EPA approved pamphlet on lead poisoning prevention which was provided to Lessees.

Lessor's Disclosure (initial each line by Frontier Heritage Communities)

☐

a. Presence of lead-based paint and/or lead-based paint hazards (check one box below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing.

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

☐

b. Records and reports available to the Lessor (check one box below):

☒ Lessor has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant has been provided with a paper copy of the Lead-Based Paint Summary Report and its accompanying list of all lead-based paint records and reports. Additionally, paper copies of all lead-based paint records and reports for Tenant's individual unit have been provided to Tenant.

☒ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing at this time, however, periodic inspections will continue.



Tenant's Acknowledgment (initial by Tenant)

☐

a. I have received the pamphlet *Protect Your Family from Lead in Your Home*.

☐

b. I have watched the video *Protect Your Family from Lead Exposure*.

☐

c. I have been instructed to use proper care in the home especially when drilling screw holes or nailing into walls or ceilings to use disposable towels, wet with hot water and mild detergent, wipe down the surface and clean/remove all drywall dust, rinse with clean wet cloth, then dispose of the towels in a sealed plastic bag.

Certification of Accuracy

The parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor: Fort Leavenworth Frontier Heritage Communities, LLC

By:

Tenant:

Signature

Tenant:

Signature

Date:

Printed Name

Address



ASBESTOS CONTAINING MATERIALS ADDENDUM

This addendum (this "**Addendum**") is made this _____ day of _____, 20²² and forms a part of that certain Lease Agreement dated _____ (the "**Lease**"), between Fort Leavenworth Frontier Heritage Communities, II, LLC ("**Owner**"), and _____ ("**Tenant**") for the Premises described in the Lease. In case of conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern.

Asbestos is a compound of natural fibrous minerals that has been used commercially in building materials because of its strength, durability, fire retarding capability, and resistance to heat. Asbestos was used more extensively prior to 1981 but may be present in building materials constructed after that date. The United States Environmental Protection Agency (EPA) has determined that the mere presence of asbestos materials does not pose a health risk to residents and that such materials are safe so long as they are not dislodged or disturbed in a manner that causes the asbestos fibers to be released. Disturbances include sanding, scraping, pounding, or other techniques that produce dust and cause the asbestos particles to become airborne.

The EPA does not require that intact asbestos materials be removed. Instead, the law simply requires that reasonable precautions be taken to minimize the chance of damage or disturbance of those materials. The following is a list of prohibited activities that may disturb asbestos-containing materials. Please refrain from performing any of these activities:

- DO NOT** drill holes in walls, ceiling or floors.
- DO NOT** hang plants or other objects from the ceiling.
- DO NOT** sand or remove linoleum floor.
- DO NOT** use an ordinary vacuum to clean up asbestos-containing debris.

If any repairs need to be made to the walls or floor or ceiling tiles, please notify Frontier Heritage Communities by calling the leasing office or by submitting a work order, so repairs can be made by qualified personnel.

Please acknowledge receipt of this Addendum by signing below. If you have any questions or concerns, please contact the Frontier Heritage Communities at (913) 682-6300.

I have read and understood this Addendum.

TENANT

Date

TENANT

Date

OWNER

Date



MOLD INFORMATION AND PREVENTION ADDENDUM

This addendum (this “**Addendum**”) is made this ____ day of _____, 2022, and forms a part of that certain Lease Agreement dated _____, 20__ (the “**Lease**”), between Fort Leavenworth Frontier Heritage Communities, II, LLC (“**Owner**”), and _____ (“**Tenant**”) for the Premises described in the Lease. In case of conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern.

Please note: It is our goal to maintain a quality living environment for our tenants. To help achieve this goal, it is important to work together to minimize any mold growth in your dwelling. That is why this Addendum contains important information for you, and responsibilities for both you and us.

1. **ABOUT MOLD.** Mold is found virtually everywhere in our environment—both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms, which reproduce by spores and have existed, practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter.

Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing, and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless, appropriate precautions need to be taken.

2. **PREVENTING MOLD BEGINS WITH YOU.** In order to minimize the potential for mold growth in your dwelling, you must do the following:
 - Keep your dwelling clean—particularly the kitchen, the bathroom(s), carpets and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold. Immediately throw away moldy food.
 - Remove visible moisture accumulation on windows, walls, ceilings, floors and other surfaces as soon as reasonably possible. Look for leaks in washing machine hoses and discharge lines—especially if the leak is large enough for water to infiltrate nearby walls. Turn on exhaust fans in the bathroom and kitchen before you start showering or cooking with open pots. When showering, be sure to keep the shower curtain inside the tub or fully close the shower doors. Also, the experts recommend that after taking a shower or bath: (1) wipe moisture off of shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; and (3) hang up your towels and bath mats so they will completely dry out.

- Promptly notify us by calling the management office or submitting a work order for any of the following:
 - Evidence of a water leak or excessive moisture in the Unit, as well as in any storage room, garage or other common area;
 - Evidence of mold-or-mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area;
 - Failure or malfunction in the heating, ventilation, or air conditioning system in the Unit; and
 - Inoperable doors or windows.
 - We will respond in accordance with state law and the Lease to repair or remedy the situation, as necessary.
3. IN ORDER TO AVOID MOLD GROWTH, it is important to prevent excessive moisture buildup in your dwelling. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources such as:
- Rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level;
 - Overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or A/C drip pans or clogged up A/C condensation lines;
 - Leaks from plumbing lines or fixtures, and leaks into walls from bad or missing grouting / caulking around showers, tubs or sinks;
 - Washing machine hose leaks, plant watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open-pot cooking;
 - Leaks from clothes dryer discharge vents (which can put lots of moisture into the air); and
 - Insufficient drying of carpets, carpet pads, shower walls and bathroom floors.
4. IF SMALL AREAS OF MOLD HAVE ALREADY OCCURRED ON NON-POROUS SURFACES (such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic), the federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surfaces dry, and then within 24 hours apply a pre-mixed, spray-on-type household biocide, such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine-scented), Tilex Mildew Remover® or Clorox Cleanup®. (Note: Only a few of the common household cleaners will actually kill mold.) Tilex® and Clorox® contain bleach, which can discolor or stain. **Be sure to follow the instructions on the container.** Applying biocides without first cleaning away the dirt and oils from the surface is like painting over old paint without first cleaning and preparing the surface.

Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A vacuum cleaner with high-efficiency particulate air (HEPA) filter can be used to help remove non-visible mold products from porous items, such as fibers in sofas, chairs, drapes and carpets—provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes.

- 5. DO NOT CLEAN OR APPLY BIOCIDES TO: (1) visible mold on porous surfaces, such as sheetrock walls or ceilings, or (2) large areas of visible mold on non-porous surfaces. Instead, notify us in writing, and we will take appropriate action subject to special exceptions for natural disasters.
- 6. COMPLIANCE. Complying with this Addendum will help prevent mold growth in your dwelling, and both you and we will be able to respond correctly if problems develop that could lead to mold growth. If you have any questions regarding this Addendum, please contact Frontier Heritage Communities at (913) 682-6300.

If you fail to comply with this Addendum, you can be held responsible for property damage to the Premises and any health problems that may result. We are unable to fix problems in the Premises unless and until we are made aware of them.

Tenant(s)	Owner
Signature: <div></div>	Signature: <div></div>
Printed Name: _____	Printed Name: _____
	Title: Authorized Representative
Signature: _____	
Printed Name: _____	



RESIDENT ENERGY CONSERVATION PROGRAM ADDENDUM TO RESIDENT OCCUPANCY AGREEMENT

THIS RESIDENT ENERGY CONSERVATION PROGRAM (RECP) ADDENDUM is entered into on this _____ day of _____, 20²², by and between Fort Leavenworth Frontier Heritage Communities, L.L.C (Landlord) and _____, (Resident), (collectively hereinafter "Parties"). This Resident Energy Conservation Program Addendum is considered part of the Resident Occupancy Agreement between Fort Leavenworth Frontier Heritage Communities, L.L.C., (Landlord) and the Resident. The Parties, in consideration of their mutual promises, agree as follows:

Pursuant to the utility conservation program mandated by the Department of Defense ("DOD") and supported by Congress, Fort Leavenworth Frontier Heritage Communities, L.L.C., (Landlord) will be facilitating the administration of the program. This effort is designed to promote conservation of natural resources and reduce utility consumption.

~~It is understood that a utilities consumption baseline ("Utility Baseline") is established for all homes based on criteria that includes the square footage, age, type of construction and number of bedrooms. The Utility Baseline is a reasonable average of the cost of utilities for a particular home. In most cases, the Resident's Basic Allowance for Housing ("BAH") will cover the cost of their monthly utilities for electricity and natural gas. However, Residents who conserve energy, which results in their monthly consumption falling below the Utility Baseline, will receive a rebate or credit. Those Residents who exceed the Utility Baseline will be responsible to pay the difference between the cost of their consumption and the baseline.~~

~~Baseline averages for profiles of similar units are adjusted monthly and therefore account for seasonal changes that affect utility consumption.~~

~~The monthly statement will include the established baseline cost and the cost of the Resident's consumption. Resident will receive a credit if consumption is below the Utility Baseline or owe a debit if consumption is above the Utility Baseline. A bill will be issued to the Resident once the outstanding balance due is greater than twenty-five dollars (\$25). Rebates will be issued to the Resident once the energy conservation savings are greater than twenty-five dollars (\$25). If the bill or rebate is less than \$25, the amount will carry over to the next month.~~

~~It is further understood that any amount due by the Resident as a result of consumption exceeding the monthly baseline is to be paid on or before the due date indicated on the monthly statement. Should the payment not be received by the due date, the Resident's BAH will automatically be applied to the outstanding utility balance, causing the payment for rent to fall short of the amount due. Resident will also be assessed a \$10.00 late fee to cover the expense of processing late payment. All BAH will be applied first to utilities~~



and then to rent. Accounts with balances due for outstanding rent may result in possible eviction proceedings.

The Resident's bill for Utilities shall be calculated as follows:

~~Each Resident's unit is equipped with a sub meter. Electric/Gas bills shall be Resident's proportionate share of the master metered or unmetered utility provider bill(s). Resident bill for Electricity/Gas shall be based on either an estimated or actual reading as recorded by the dwelling unit sub meter. Electricity/Gas shall be calculated at the DPW/DOD rate at the time of consumption and as indicated herein. Resident may receive an estimated bill for Electricity/Gas, and Resident acknowledges that estimated Electricity/Gas will be reconciled on future billings. Resident acknowledges, that upon correction of an estimated bill for Electricity/Gas it is learned that the bill overstated charges; Resident shall be entitled to an account credit reflecting the overstated charges. It is further agreed that upon correction of an estimated bill for Electricity/Gas it is learned that the bill understated charges; Resident shall be responsible for such underpayment during that billing period.~~

~~Resident bill for Electricity/Gas shall include the DPW/DOD rate per kwh/ccf or therm and calculated as follows: the master metered or unmetered utility provider's total monthly charges for Electric/Gas service (less dwelling unit base charges or customer service charges if applicable), divided by the total monthly Electricity/Gas consumption measured by the utility provider, multiplied by the Resident's total monthly consumption as recorded by the dwelling unit sub meter.~~

~~Resident hereby understands and agrees to pay a monthly service charge of \$2.65 and other administrative fees as billed by the billing entity, which may be added to the Resident Utility bill. Other administrative fees are defined as Stop Payment Fee \$5.00 per incident, Returned Check Fee \$25.00 incident, Late Fee of \$10.00 per incident. Resident hereby understands and agrees that payment for the Utility bill shall be 16 days from the date it is postmarked or hand delivered to Resident. Resident agrees to mail or deliver payment to the place indicated so that payment is received no later than the date specified on the Utility bill.~~

~~If you question or dispute the amount being credited or debited against your account, then the following procedure will apply:~~

~~The Resident may submit a letter to the Community Manager requesting an appeal. Should no resolution satisfactory to the Resident be reached, the Resident may request the involvement of the Housing Services Office (HSO). The decision of the HSO is final unless the Resident seeks binding arbitration in accordance with the Universal Lease Dispute Resolution Process.~~



LANDLORD:

Fort Leavenworth Frontier Heritage Communities, L.L.C., (Landlord)

By:
Signature of Agent & Date

RESIDENT:

Signature of Resident & Date

Print Name

Address



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

UPDATED FENCE POLICY:

By signing and dating this form, the lessee indicates having been informed of Fort Leavenworth Frontier Heritage Communities' (FLFHC) policy that directs the rental, use and care of fencing on all residential property.

NEWLY CONSTRUCTED/RENOVATED RESIDENCES:

1. All new construction and renovated residences, completed after 2007, include a fenced yard. These fences belong to FLFHC. All use of these fences is included in the monthly rent. All maintenance will be handled through FLFHC.
2. No changes to any fences owned by FLFHC can be made without the express written approval by FLFHC.

RESIDENCES BUILT PRIOR TO 2007:

1. Residences built prior to 2007 are subject to having rental or previous resident installed fences.
2. At the present time, the lessee can use any contractor of choice or purchase and install a fence with the guidelines and approval of the Community Management Office.
3. If there is an existing fence on the leased property, and the lessee accepts the home, it is the responsibility of the lessee to maintain the fence; FLFHC will not take work orders for repairs needed to fence.
4. Resident is responsible to maintain (cut and edge) grass within fenced area.

Any home renovated prior to 2007 to include a new fence which would mean the fence is owned by FLFHC.

Any home that the resident, after receiving written permission and direction from FLFHC, (after March 2006), or the ARMY, (before March 2006) installed their own fence, upon leaving the residence, the fence became the property of the landlord. There would be no additional rent required for these individual fences and the maintenance of those fences is the responsibility of FLFHC. Charges will apply to the resident if caused by resident negligence.

If there is no existing fence on the leased property, it may be assumed that to have a fence installed, the lessee must contact the rental fence company to arrange for installation and to establish a monthly contract with the rental fence company.

The lessee may also request to install their own fence. A written request to make such alterations must be completed and returned to FLFHC for approval/disapproval by the Assistant Community Manager. The Request to Make Alterations form will be provided upon request.

If there is a rental fence already in place on the leased property, and the new residents do not want to lease the fence, they should contact the rental company and ask to have the fence removed. This is the responsibility of the lessee. FLFHC will not remove the fence.



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

All maintenance work on rental fences is the responsibility of the rental company. The lessee is responsible for contacting the rental company and requesting the maintenance needed.

Since the appearance of all residences is important to FLFHC, it may be necessary for FLFHC to move a portion of a fence at a vacant residence to allow the yard care by the contracted landscaping company. At the time of the lease signing, if the fence has been moved to allow for the yard care, FLFHC will reconnect the fence.

All yard maintenance within the fenced yards is the responsibility of the lessee. This includes, but is not limited to, mowing, raking, removal of pet waste and reseeding and trimming at the fence lines.

All yard maintenance on yards not having a fence is the responsibility of the landlord.

Printed Name of Lessee _____

Lessee Signature te of Signing _____

Unit Address _____

Fence Status:

Please initial where appropriate

FLFHC Owned Rental Fence No Fence:

☐ I intend to install a rental fence

☐ I intend to remove rental fence



PET ADDENDUM

THIS PET ADDENDUM (this “**Addendum**”) is made this ____ day of _____, 20²², and forms a part of that certain Lease Agreement dated _____ (the “**Lease**”), between Fort Leavenworth Frontier Heritage Communities, II, LLC (“**Owner**”), and _____ (“**Tenant**”) for the Premises described in the Lease. In case of conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of this Addendum shall govern.

GENERAL

Frontier Heritage Communities (the “**Community**”) recognizes the importance of pets to residents. Pet ownership is a privilege that will be extended to all residents of the Community on the terms and conditions set forth in this Addendum. Tenant must complete this Addendum at move-in, regardless if Tenant owns and/or intends to house a pet within the Premises, and shall immediately update or re-execute this Addendum upon acquiring a new pet (that is approved by the Owner).

Service animals and assistance animals are **not** considered pets subject to this Addendum. Residents of the Community that own service animals or assistance animals and are requesting such service animals or assistance animals be kept within such resident’s unit/housing and otherwise be allowed within the Community shall request from and submit to Owner a *Service Animal or Assistance Animal Request Addendum* (Addendum to the Lease) for Owner’s review in accordance with such Addendum. Certain state and local laws, regulations, or ordinances may criminalize the misrepresentation of an entitlement to an assistance animal and/or the misrepresentation of a pet as an assistance animal (including creating or providing any documentation that misrepresents a pet as an assistance animal), punishing offenders with fines, community service, jail time, and/or a combination of any of the foregoing. It is the duty of Tenant to familiarize himself/herself with and abide by such laws, regulations, or ordinances.

PET POLICY AND RESTRICTIONS

Tenant agrees to comply with the following rules, regulations and restrictions, which may be changed by Owner from time to time in Owner’s sole discretion and upon written notice to Tenant:

1. Owner must approve all pets and all required documents are to be on file (including evidence that such pets are vaccinated, registered, licensed and micro-chipped in accordance with applicable State and local laws) **prior** to such pets entering the Community. No “visitor” pets are permitted without Owner approval.
2. Except as otherwise provided in the Community Guidelines & Policies], no more than four pets per household are allowed at any given time. Fish tanks and bird cages count as one pet. No more than one fish tank is permitted in the Premises and is not to exceed 20 gallons. No more than two bird cages are permitted in the Premises.
3. The pet deposit of \$250 per pet, under this Pet Addendum does not limit the Resident’s liability for damages, cleaning, deodorizing, de-flee-ing, replacement and/or personal injuries as herein further specified. The Resident’s liability applies to carpets, doors, walls, drapes, windows screens, furniture, appliances, and any other part of the dwelling unit, landscaping or other improvements to Frontier Heritage Communities’ property. Resident shall be liable for the entire amount of any injury to the person or property of others caused by such pet.

4. Tenant is fully responsible for the conduct and actions of their pets at all times and, among other things, the full restitution for damages to yards, homes, property, etc., and hospital bills or veterinary bills incurred as a result of injuries inflicted on people or other animals caused by their pet(s).
5. Tenant is responsible for paying for any damages caused by their noncompliance with the provisions of this Addendum and the charges imposed by the Community to repair the damages associated therewith.
6. Tenant's failure to permanently remove the pet as provided herein or failure to comply with all other terms of this Addendum shall constitute a default permitting termination of the Lease.
7. Tenant must notify Frontier Heritage Communities within five (5) days of acquiring a pet and shall re-execute or update this Addendum accordingly.
8. All pets must be registered by Tenant at the base veterinarian treatment facility (831 McClellan Avenue) within five (5) working days of occupying a housing unit or acquiring a pet.
9. Tenant is responsible for keeping the grounds clean and sanitary. All yards and common areas must be kept clean of pet droppings. Tenant must pick up and properly dispose of animal waste and residents who walk their pet must carry a plastic bag to retrieve and dispose of any droppings. It is a violation of this Addendum for Tenant to simply "turn out" their pet and recall it at their convenience.
10. Pets must be "on leash" at all times when outside the fenced area of the housing unit. Pets shall not be tethered outside the home. Pets must be in the home or behind an approved fenced area in the backyard if unattended. Pet food shall not be kept outside, as it will attract vermin and pests.
11. Tenant must keep his or her pet(s) kenneled or contained upon the Owner's access to the Premises for inspections, maintenance and showings.
12. Tenant is required to (a) provide care, feeding, and supervision of their pets, (b) control their pets at all times, (c) pay for damages caused by their pets, (d) maintain the good health of their pets and (e) maintain flea and odor control of their pets.
13. Pets are not allowed in the pool, pool areas, playgrounds or tot lots at any time.
14. Pets of vicious or dangerous disposition shall **not be permitted** within the Community for any reason whatsoever. No pets with a history of aggressive, threatening or violent behavior will be allowed.
15. The breeding of animals or operation of a commercial kennel within the Premises or anywhere else within the Community is strictly prohibited.
16. Tenant shall insure that Tenant's pets do not at any time disturb any other resident of the Community (or animal of any other resident) nor damage any property located in the Community.
17. If, in Owner's sole and reasonable discretion, that Tenant's pet constitutes a threat to the health or safety of other residents or animals of other residents or otherwise creates a nuisance, which disturbs the rights, comforts or quiet enjoyment of other residents, has caused or is causing damage to the property in the Community, or has shown or is showing aggressive behavior towards any other resident or animals of other residents, Tenant shall permanently remove such pet from the Community within five (5) days after written request by Owner. Should Tenant feel that such request is unreasonable or without basis, Tenant may request a meeting with the Owner to discuss the removal request. Tenant is entitled to be accompanied at the meeting by a person of his or her choice. The final determination to remove the

offending animal shall be made by the Owner (in good faith) after reasonable discussion with Tenant and evaluation of all of the pertinent evidence. Tenant's failure to correct the situation as required by Owner, timely request a meeting, or appear at a scheduled meeting may result in the removal of the offending animal, waiver of Tenant's right to dispute such removal or termination of Tenant's tenancy at the Community.

18. Tenant shall indemnify, defend and hold harmless Owner and its agents, employees and representatives from and against any actions, suits, claims and demands, including, without limitation, attorneys' fees, costs and expenses, arising from damage or injury to any person, animal or property caused by Tenant's pets or Tenant's non-compliance with this Addendum.
19. The following animals are **not** allowed in the Community or to be kept by residents in their individual unit/housing in the Community at any time:

Dogs of the following "restricted breeds" (to include any dog with a mix of any such breeds)*:	Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinschers, Chows, and wolf hybrids.
Any dog (of any breed) that demonstrates a propensity for dominance or aggressive behavior as indicated by any of the following types of conduct:	Unprovoked barking, growling, or snarling when people approach; aggressively running along fence lines (if applicable) when people are present; biting or scratching people or other animals; or escaping confinement or restrictions to chase people.
Reptiles and fish:	Ex: Snake, lizard, turtle, tortoise, crocodile, alligator, iguana, komodo dragon, newt, gecko, gila monster, electric eels, piranhas, pufferfish, and sharks.
Arachnids:	Ex: Spider, scorpion.
Rodents (other than hamsters and guinea pigs):	Ex: Mice, rat, gerbil, mole, beaver, squirrel, porcupine, chipmunk, prairie dog, groundhog, gopher, shrew, bat, hedgehog, raccoon, and skunk.
Wild or exotic animals:	Ex: Fisher cat, fox, weasel, raccoon, monkey, Ferret, chinchilla, jackal, coyote, wolf, skunks.
Farm animals:	Ex: Pig, horse, cow, chicken, sheep, goat, and geese.
Birds of prey:	Ex: Hawk, eagle, buzzard, vulture, owl, falcon, harrier, kite.

**Notwithstanding anything contained herein to the contrary, the "restricted breed" restriction above shall not apply to a (i) certified military working dog that is being boarded by its handler/trainer and approval is obtained by the Installation Commander in writing or (ii) service animal or assistance animal that is registered with the Owner. In addition, whether a pet is a "restricted breed" or mix of any of the "restricted breeds" shall be determined in the reasonable discretion of the Owner. In the case of a dispute concerning the Owner's determination of whether a pet is a "restricted breed" or mix thereof, a local qualified veterinarian selected by the Owner shall make such determination,*

Frontier Heritage Communities

Pet Addendum

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which determination shall be final and conclusive. Any costs associated with the veterinarian's determination shall be borne by the disputing resident.

20. The privilege of keeping a pet in the Community may be revoked and/or a warning issued if a pet is determined to be a nuisance. A nuisance is any action of a pet that endangers life or health, gives offense to the senses, violates laws of decency or obstructs reasonable or comfortable use of property. An animal may be considered a nuisance if it, among other things, (a) habitually or repeatedly barks in a manner that disturbs others, (b) interferes or obstructs persons engaging in exercise or physical activity, (c) defecates on the lawn of a home not occupied by its owner, or (d) habitually violates the leash requirement.
21. If Tenant witnesses or has actual knowledge of any incident involving the aggressive behavior (or any other behavior or actions that would constitute a violation of the Community rules and regulations or a nuisance) of any animal(s), permitted pet(s) or service or assistance animal(s) in the Community, Tenant shall promptly report such incident to Owner by contacting Frontier Heritage Communities. Tenant shall provide Owner with all reasonably requested information including, without limitation, the date, time, and location of the reported behavior, essential facts of the incident (including any potential provocation and the specific behaviors exhibited), the breed and type of the offending animal, any witnesses and their corresponding contact information, and Tenant's contact information.
22. **BASE RULES ACKNOWLEDGMENT** Tenant agrees that the rules, procedures, and requirements in this Addendum are the rules, procedures, and requirements of the Owner only and further agrees and acknowledges that Tenant may be subject to certain military installation/base rules, requirements, restrictions, and procedures applicable to the residents of the Community, including, without limitation, rules, requirements, restrictions, and procedures regarding animals or pets and/or any related accommodation requests ("**Base Rules**"), which Base Rules may be more stringent than the rules, procedures, and requirements set forth herein. Accordingly, Tenant agrees and acknowledges that (a) it is Tenant's sole responsibility to familiarize himself or herself with and strictly abide by and comply with any and all applicable Base Rules in addition to all rules, procedures, and requirements set forth herein, (b) Tenant's compliance with the Base Rules is an independent obligation from Tenant's compliance with this Addendum, (c) any and all rights granted to Tenant under this Addendum, if any, may be affected, modified, reduced, eliminated, or limited by the Base Rules through no fault of Owner, and (d) Owner shall not be liable to Tenant or any other party or otherwise be responsible for any harm, damages, costs, expenses, fees, losses, or other liabilities in connection with any rights of Tenant under this Addendum that are affected, modified, reduced, eliminated, or limited in any way by the Base Rules. By executing this Addendum, Tenant represents and warrants that he or she is and shall remain at all times compliant with the Base Rules.

PET REGISTRATION INFORMATION

Tenant hereby represents and warrants that the information below is true and accurate. **Owner must be notified of significant changes to the below information.**

Pet #1 Information

Pet Name: _____
Type of Animal: _____
Breed: _____
Color: _____
Gender: _____
Weight: _____
Age: _____

Description: _____

Pet #2 Information

Pet Name: _____

Type of Animal: _____

Breed: _____

Color: _____

Gender: _____

Weight: _____

Age: _____

Description: _____

Pet #3 Information

Pet Name: _____

Type of Animal: _____

Breed: _____

Color: _____

Gender: _____

Weight: _____

Age: _____

Description: _____

Pet #4 Information

Pet Name: _____

Type of Animal: _____

Breed: _____

Color: _____

Gender: _____

Weight: _____

Age: _____

Description: _____

Veterinary Treatment Facility

All post pets must be registered with the Fort Leavenworth Veterinary Treatment Facility (FHVTF) for verification of microchip and all required vaccinations within seven days of arrival. Proof of FLVTF verification must be provided to the Frontier Heritage leasing office.

It is resident/pet-owner's responsibility to provide Frontier Heritage Communities with certified breed determination documentation to comply with the Ft. Leavenworth breed restriction policy.

FAILURE TO COMPLY

Tenant's failure to comply with the terms and provisions of this Addendum (including, without limitation, the removal of an offending animal) or violation of any representation or assurance contained in this Addendum shall constitute a default permitting termination of the Lease.

ACKNOWLEDGEMENT

Please initial **one (1)** of the following statements:

Tenant acknowledges the she or he **does not own a pet**. Tenant acknowledges that no animal or pet of any kind may be kept within the Premises or otherwise be kept in the Community by Tenant or his or her guest without the prior written consent of the Owner. Tenant also acknowledges that if he or she obtains permission at a future date to keep a pet, Tenant agrees to abide by all of the requirements of this Addendum.

OR

Tenant agrees to abide by all of the requirements of this Addendum. Except for the pet(s) described above, Tenant shall not keep any pets within the Premises or otherwise in the Community without Owner's approval and re-execution or update of this Addendum. By signing below, Tenant certifies that his or her pet(s) identified above has no history of aggressive, threatening or violent behavior. Tenant understands that the permission to keep the above identified pet(s) in the Premises can be revoked by Owner at any time if there is a failure to comply with any of the terms and conditions of this Addendum or if Tenant permits the pet(s) identified above to become a nuisance or safety hazard to the other residents or animals of other residents, and upon such revocation, Tenant must permanently remove such offending pet(s) from the Premises in accordance with terms hereof. Failure to do so may result in termination of the Lease.

Tenant agrees that he or she has read all of the terms of this Addendum, is submitting this Addendum with true and accurate information and accepts all of the terms and conditions of this Addendum.

Tenant

Date

Tenant

Date

Owner hereby grants permission to Tenant to keep in the Premises, the above-described pets (if any) on the terms and conditions set forth herein.

Owner

Date



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

Authorization to Enter if Not at Home

Fort Leavenworth Frontier Heritage Communities II, LLC (FHC) subscribes to the policy of providing 48-hour notice of intent to enter the home for regular, periodic or scheduled maintenance tasks. Notice of intent to enter will be delivered to the front door of the home and through the web site with as much notice as possible, but not less than 24 hours for maintenance under these circumstances. Maintenance will leave a door hanger on the entry lockset while they are in your unit. At the end of their time in your home they will leave either a copy of their work order or a card advising they were in your home and the reason.

In the event that a situation or an emergency occurs, i.e. water, fire, wind or storm damage, maintenance will enter the home without 24-hour notice in order to protect the property and safety of the resident and immediate neighbors.

THIS AUTHORIZATION MAY BE WITHDRAWN AT ANY TIME WITH WRITTEN NOTICE DELIVERED TO THE PROPERTY MANAGEMENT OFFICE.

Our goal is the same as that of the family: getting the maintenance personnel in and out of the unit in a fast but professional manner. If, after proper notice is given and you are not able to be there, may we have your authorization to enter your home for regular, periodic maintenance or for work orders you have called in?

☐ I do give permission to enter

☐ I do not give permission to enter

I/We _____,

Residing at _____,

I/We give authorization as stated above to FHC.

Signature	Date
<div></div>	<div></div>
Signature	Date
<div></div>	<div></div>



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

UPDATED RESIDENT CONTACT INFORMATION

Date: _____

Current Rank: _____

Printed Name: _____

Current Address: _____

Unit Assignment: _____

Phone Number(s):

Home: _____

Cell: _____

Duty: _____

Email Address(es):

Primary: _____

Alternate: _____

**Please contact this office when there is any change to your information.
Thank you.**

Revised: Oct 14

220 Hancock Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 758-1779
<http://www.ftleavenworthfamilyhousing.com>



Payment Authorization Form

Personal Information

Name			Phone Number		
Address			Email address		
			Would you like an emailed receipt?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Reason for payment	<input type="checkbox"/> Rent	<input type="checkbox"/> Deposit	<input type="checkbox"/> Other (please state reason for payment)		

Card information

Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Discover		
Card #			Exp date		Amount
Billing address	Address		Address 2		City
	State		Zip		

Automatic payment set up

This section is to only be filled out if you would like payments automatically paid on your account each month

Start date		End date		
Day of the month payment will be made				
I agree to have my payment drawn each month on the day listed above				
Signature			Date	

Authorization

I authorize Frontier Heritage Communities to process my payment information for the amount listed above. Unless indicated in the section above, this is a one time payment.

Signature		Date	
-----------	--	------	--

For office use only

Payment was	<input type="checkbox"/> Paid	<input type="checkbox"/> Declined	Date of payment	
Initial				



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

Addendum to the Resident Occupancy Agreement (Infantry Barracks Basements January 2018)

As of *January 1, 2018*, Frontier Heritage Communities is no longer offering basement storage for Infantry Barracks residents.

By signing this document, you acknowledge and accept that your personal items may not be stored in the basement area.

Should you be found in violation of the above agreement, you will be asked to remove your personal items immediately. If personal items are not removed within 30 days of initial request, FLFHC will secure the items for 30 calendar days. If items are not claimed from FLFHC within the above-mentioned time frame, FLFHC will dispose of these items.

Any vandalism or intrusion into the basement area will be reported to Military Police.

Address: _____

Resident:

--

Signature

Date

By:

--

Signature of Agent

Date



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

FIREPLACE ADDENDUM

Date _____

Resident Name _____

Address _____

The home located at _____ has _____ fireplace(s) located in

_____ (room location)

_____ (room location)

_____ (room location)

☐ Fireplaces have been identified as unsafe

☐ Fireplaces have not been rated for safety

If your fireplaces have not been rated, you may use your fireplaces once the following criteria are met:

1. At the resident's expense, have the fireplace(s) inspected by a professional and certifiable company, and you have been provided with a certificate that the fireplace(s) is safe to use.
2. At the resident's expense, have the fireplace(s) professionally cleaned.
3. You have provided the housing office with certification and proof of cleaning. All fireplaces must be recertified and cleaned annually.

Resident Signature: Date _____

Housing Office Representative: Date _____



- House Number: _____
- Address: _____
Fort Leavenworth, KS 66027
- Date: _____

Lead Based Paint

Yes : ☐ No: ☐

Lead Based Paint (LBP) was widely used in homes built prior to 1978. Homes with LBP require maintenance to inspect areas of concern when peeling or chipping are present.

Mold and Mildew

Yes : ☐ No: ☐

Certain molds exist in the environment and will blow into your home when doors or windows are open. Spores will land on surfaces within your home and if moisture is present, they will grow. Small growths are common and can be treated with soap and water or detergent spray like Arm & Hammer Baking Soda. Call maintenance if you see any discoloration, have a water or roof leak, or see any area in your home that is wet.

Asbestos

Yes : ☐ No: ☐

Asbestos was used in making of select materials such as floor tiles, drywall cement and as insulation on piping. Asbestos is a concern when present and in a deteriorating condition or during maintenance when the material is disturbed.

Pests

Yes : ☐ No: ☐

Field mice, other animals and bugs are in the vicinity of homes and can attempt to live within our houses. If any evidence of pests or bugs occurs, contact maintenance and pest control will be called to spray approved pesticides or set traps within your home until the problem resides. Your home was inspected and treated before move in.

Drinking Water

Yes : ☐ No: ☐

Annually the water providing company conducts water sampling and publishes a report of its findings. These reports are distributed to our residents once they are made available. Residents are always welcome to contact the water provider directly to request a copy of their latest water quality report.

Should you have any questions or concerns with the items noted above, please feel free to contact your Community Management office, we will be happy to discuss your concerns and will provide reports or records pertaining to LBP, asbestos, or other environmental hazards, if available.



Fort Leavenworth Frontier Heritage Communities II, LLC

FLAT RENT / CONCESSION ADDENDUM

1. Tenant Name: _____
2. Premises located at (street address) _____
Fort Leavenworth, KS 66027
3. Flat Rent /Concession Agreement. As consideration for your agreement to enter into or remain in certain Resident Occupancy Agreement ("the Lease") and to fulfill your lease obligations throughout the full term of your lease, you will receive the following Flat Rate / Concession/ Incentive.

Monthly Concession

You will receive a Monthly Concession of \$_____ per month off of your rent

Flat Rate Rent – _____ (Does not apply to Concession Cancellation and Charge Back)

Your monthly total rent amount is \$_____.

Bachelor Concession (Does not apply to Concession Cancellation and Charge Back)

In consideration of the special rental rates designated for residents of Old Oregon Village monthly rent for Resident shall be \$_____ per month.

4. Concession Cancellation and Charge-Back.

Lease Termination: Resident shall repay the Concession if the Lease is terminated or resident vacates the premises, for any reason, prior to the end of the then applicable Lease term. Said Concession shall be repaid with certified funds or money order to Management prior to the Resident vacating the premises. Notwithstanding the preceding, the Concession shall not have to be repaid if the reason for the Lease termination or Resident's vacation of the premises is due to deployment orders, PCS orders or any other military related reasons (collectively "Military Reasons"). Resident shall, prior to vacating the premises, provide to Management such documentation as Management shall reasonably require evidencing such Military Reasons.

Dishonored Checks: Resident shall repay the Concession if the Resident's personal check, given as payment for the move-in or first month's prorated rent, is not honored or is returned uncollected for any reason. In such event, said Concession shall be immediately repaid with certified funds or money order to Management.

--

Resident Signature

Date

--

Frontier Heritage Communities Management

Date of Lease

05/012018

220 Hancock Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 758-1779
<http://www.ftleavenworthfamilyhousing.com>

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

- (i) ☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) ☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

- (i) ☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- (ii) ☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

- (c) ☐ Lessee has received copies of all information listed above.
- (d) ☐ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

- (e) ☐ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor	Date	Lessor	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lessee	Date	Lessee	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agent	Date	Agent	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

WAIVER OF RANK STRUCTURE

Date: ____/____/____

Service Member's Name: _____

Service Member's Rank: _____

Address Assigned: _____ Village: _____

Reason for leaving rank structure:

- ☐ Accepting ADA home in village outside of rank structure
- ☐ Accepting home open to all active duty rank bands, military retirees,
DoD and DoJ civilians

This waiver constitutes that I forfeit my right to be assigned quarters based on my rank. I further understand that I may be assessed a transfer fee and additional charges should I choose to transfer to a home that fits my rank qualifications and will not be eligible to apply for a transfer until completing the initial terms of my lease.

--

Service Member's Name

Date

--

Housing Consultant

Date

220 Hancock Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 758-1779
<http://www.ftleavenworthfamilyhousing.com>



FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

TODAY'S DATE: _____

RESIDENT NAME: _____

UNIT ADDRESS: _____

Resident has entered into a Residential Occupancy Agreement with Fort Leavenworth Frontier Heritage Communities, II, LLC ("FLFHC") for the above referenced ADA Premises ("Premises") on _____ (Date).

Regarding the Premises, Resident and FLFHC have agreed as follows:

Resident desires to take occupancy of an ADA Premises without documented ADA or EFMP requirements. Resident understands that if an incoming resident with documented ADA requirements is in need of their occupied Premises, Resident must vacate the Premises within 30 days, at the expense of FLFHC.

Resident signature

Frontier Heritage Communities Representative



Fort Leavenworth Frontier Heritage Communities (913) 682-6300

And

USD 207 Fort Leavenworth School District (913) 651-7373

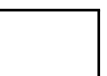
Proof of Residency Instructions

In order to complete your child(ren)'s USD 207 enrollment, you will need a completed Proof of Residency form. The Proof of Residency form can be found as the very last page of your DotLoop lease. Please use the following instructions to complete the form.

1. Sponsor's Rank and Name will be auto populated for you
2. Phone Number: Type your phone number
3. Email Address: Type your email address
4. Type each child's name and grade (One Child/Grade per line)
5. After entering all names, if there are remaining lines for names/grades please leave them blank
7. Click "I'm Done" at the top right of the page
8. This will complete your lease signing

Your coordinator will then sign the lease and return a copy to you with a completed copy of your Proof of Residency.

It will then be your responsibility to provide the Proof of Residency to the USD 207 office via email: **bpopp@usd207.org**





DATE STAMP HERE

FORT LEAVENWORTH FRONTIER HERITAGE COMMUNITIES II, LLC

Proof of Residency

Please submit to Fort Leavenworth USD 207 for school enrollment
Only the original of this form is accepted for enrollment

To be completed by Sponsor:

Sponsor's Rank and Name: _____

Phone Number: _____ Email Address: _____

This form is proof of residency for the following students:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

To be completed by Frontier Heritage Communities:

I hereby verify that the above-named sponsor and students reside at the following address:

_____, Fort Leavenworth, Kansas 66027

Frontier Heritage Staff Signature: _____

Frontier Heritage Staff Printed Name: _____

Title: _____ Date: _____