

## BRADFORD DIVISION RENTAL CHECKLIST

(To Be Completed by the Bradford Division)

### CODE ENFORCEMENT SECTION

#### After Tenant Moves Out (Initial & date when complete)

1. \_\_\_\_\_ Move out Letter Completed, scanned, & sent to Company Director in **-1 week**
2. \_\_\_\_\_ Rental Unit Cleaned & Made Ready for Inspection by Code Enforcement in **-1 week**
3. \_\_\_\_\_ Schedule Inspection of Unit with Code Enforcement in **-1 week**
4. \_\_\_\_\_ Inspect Unit with Code Enforcement in less than **-2 weeks**
5. \_\_\_\_\_ Get Property Inspection Certificate Signed by Code Enforcement; **-Same Day**
6. \_\_\_\_\_ Copy the Inspection Certificate to have ready for Leasing **-Same Day**
7. \_\_\_\_\_ Scan Signed Inspection Certificate and email to Company Director **-Same Day**
8. \_\_\_\_\_ Hang Signed and Scanned Inspection Certificate in Residential Unit **-Same Day**

#### Before Tenant Moves In (Initial & date when complete)

1. \_\_\_\_\_ Show Inspection Certificate on wall when any potential tenant first sees a rental unit

#### When Tenant Signs Lease Paperwork (Initial & date when complete)

1. \_\_\_\_\_ On Lease, tenants must sign the section stating they have seen and understand the Certificate of Inspection. (Section 2. P. 2)
2. \_\_\_\_\_ Tenants must Print, Sign, and Date their names (all of-age tenants) on the actual Certificate of Inspection.
3. \_\_\_\_\_ Copy Signed Inspection Certificate and keep a copy in your records
4. \_\_\_\_\_ Scan Signed Inspection Certificate and email to Company Director.
5. \_\_\_\_\_ Hang the 'tenant-signed' Inspection Certificate in the Residential Unit

### TENANT LEASE/APPLICATION SECTION Initial & date when complete

1. \_\_\_\_\_ **LEASE APPLICATION and CREDIT CHECK**
2. \_\_\_\_\_ **VOIDED CHECK:** Collect proof of valid banking/checking account from each tenant
3. \_\_\_\_\_ **PERSONAL INFORMATION:** Collect completed personal information sheet
4. \_\_\_\_\_ **AUTOPAY:** Collect completed/signed Autopay/deposit form from each tenant
5. \_\_\_\_\_ **UTILITIES:** Gas/Electric must be put in tenant's name **prior to occupancy**  
**This means no keys to the property will be given until Utilities are in tenant's name**
6. \_\_\_\_\_ **PICTURE ID:** Photo Copy of Drivers License or other valid picture ID
7. \_\_\_\_\_ **PRO-RATED RENT:** Collect pro-rated rent for the 1<sup>st</sup> month of occupancy
8. \_\_\_\_\_ **DEPOSIT:** Collect Deposit in the amount of the **DISCOUNT RENT**
9. \_\_\_\_\_ **DEPOSIT FUNDS:** Deposit pro-rated rent/deposit into proper Company account
10. \_\_\_\_\_ **EMAIL:** Copy and Email all applicable paperwork to Company Director

*Knighthawk LLC*

*A Dragonfyre Company*

Knighthawk LLC, Bradford Division

1916 Pike Pl Ste 12-347, Seattle, WA 98101

Email: [CustomerSupport@KnighthawkLLC.com](mailto:CustomerSupport@KnighthawkLLC.com)

**LEASE**

\_\_\_\_\_ date

DD MMM YYYY

Between Knighthawk LLC Series C (Heretofore known as the Owner/Agent/Company) and

Tenant #1: \_\_\_\_\_

Tenant #2: \_\_\_\_\_

All individuals listed above are heretofore known collectively as the Tenant(s) & all provisions & responsibilities within this lease apply to all Tenants mutually & individually despite relational status & Tenants are bound by this lease until released by the provisions in this lease.

**1. PRINCIPAL TERMS OF LEASE**

**A. Property and Lease Period:** The Owner/Agent, in consideration of the rent and covenants, hereinafter mentioned, does lease unto Tenant(s) the following dwelling unit:

189 Congress St, Bradford, PA 16701 (The Property)—Please Check the Appropriate Line  
\_\_\_\_ Lower Apartment (Lwr Apt) = 3 bed/1 bath downstairs apartment(large apartment)  
\_\_\_\_ Upper Apartment (Upr Apt) = 2 bed/1 bath upstairs apartment (large apartment)

MOVE IN DATE: \_\_\_\_\_

DD MMM YYYY The First month is always prorated until the end of the month. The 12 month/1 year lease period will then start the on the 1<sup>st</sup> of the following month

LEASE START DATE: 01 \_\_\_\_\_

DD MMM YYYY

LEASE END DATE: 28/29/30/31 \_\_\_\_\_

DD MMM YYYY

Anything other than 12 months requires permission in writing from the Company. This lease shall **not** continue under the same conditions as provided for in this lease on a month to month basis thereafter. A one year lease must be signed to remain in the property after this lease terminates and must be coordinated **30 days in advance** of your lease termination date. If the Tenant(s) elect to remain in the property without signing a new lease, the new lease shall become **2 x reduced rent (meaning a \$700/month rent is now \$1,400/month) until the new lease is signed, automatically with no additional notice to the tenant and all other conditions of this lease shall remain in effect.** It is the Tenant(s) responsibility to inform the Owner/Agent of their intent to stay and coordinate for another lease.

**B. Monthly Rent Amount:** The Tenants shall pay rent to the Owner/Agent Agent **on or before the 5<sup>th</sup> of each month**, in advance, and in compensation for, each month the Tenants are contracted to occupy the property. Monthly rent is to be paid in full and without demand.

**FULL RENT = \$** \_\_\_\_\_ **(FULL) DISCOUNT RENT = \$** \_\_\_\_\_ **(DISCOUNT)**

- 1) **DISCOUNT RENT** shall apply if rent is paid **on or before the 5<sup>th</sup> of each month.**
- 2) **FULL RENT** shall apply anytime rent is not paid on time or in the proper manner.

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a) Rent will be paid via auto-pay from a valid bank account, and be received by the Company Bank Account, **on or before the 5<sup>th</sup> of each month** to the account of **Knighthawk LLC Series C (for the property of 189 Congress St)** at County National Bank. The applicable paperwork will be signed & delivered to the Owner/Agent at the signing of this lease (see rental checklist).

b) Should something go wrong with the autopay, it is still the responsibility of the tenants to deliver the rent, without reminder or demand, for deposit at:

**County National Bank (CNB) 50 Main St. Bradford, PA 16701**

All rents for this Property will be deposited into the account named:

**Knighthawk LLC Series C(189 Congress St.)** Placing the rent in a sealed envelope entitled: **FOR DEPOSIT TO: Knighthawk LLC SERIES C** and placing it in the 24/7 drop box at the same CNB is the easiest way to pay. MaryAnne Roney or Patricia of CNB will be able to assist you if the cashier on duty cannot.

**c) All Tenants must have and maintain a valid checking account in order to occupy this Property or keep faith with this Lease/Contract.**

**d) ALL Tenants must pay with autopay on time to get the DISCOUNT rent**

**C. Utilities/Services:** The proper payment of monthly rent guarantees that the owner/agent shall **be responsible to provide water, sewer, and trash collection to the property.**

1) Trash must be properly placed within the dumpster located in the apartment complex's parking lot (W. Washington) or provided in a proper manner for local curb trash collection (Congress St and Hoffman St).

a) Failure to properly collect and remove trash from the apartment, common areas, and entire property in general, whether through negligence or apathy will be cause for the Owner/Agent to immediately repossess the property.

b) Use of the Owner/Agent's dumpster is for contracted trash removal only, which implies that it is only for trash that is accumulated through the daily use of the property and is not to be used for any other purposes. Violators will be held responsible for any bills incurred through improper use.

**c) Any extra trash bills, for oversized items, improper bag placement, or extra bags, will be charged to the tenant. This includes after move-out.**

2) The use of the services listed in part C is a privilege and not a right; any act of negligence concerning such services which results in an abnormal bill to the Owner/Agent shall be redirected back to the Tenant. The Tenant will be required to compensate the Owner/Agent for any and all charges above and beyond the normal services bill.

a) Example #1: The Tenant's toilet runs non-stop for more than a month and the Tenant fails to report this problem to the Owner/Agent within a timely manner, resulting in a water bill of \$700. If the normal water bill for this same time period is typically \$70, the Tenant will be required to pay the Owner/Agent \$630 to compensate for the difference.

b) Example #2: The Tenant keeps their windows open for a month with the indoor heat set to 100 degrees while it is 20 degrees outside, resulting in a bill of

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\$1000 to the Owner Agent where the typical monthly bill is \$450; the Tenant will be required to pay the Owner/Agent \$550 to compensate for the difference.

**3) Gas and Electric Services for Congress St. and Hoffman St. must be placed in the name of the Tenants PRIOR to the occupancy date.** The Owner/Agent typically uses Penelec for Electricity and National Fuel for Natural Gas.

**D. Appliances:** The Owner/Agent does not supply any appliances. Each apartment may have a Refrigerator, range/oven, etc. available for Tenant use, but the Owner/Agent is not required to repair and/or replace said appliances if they become non-functional.

Stove #/make/model: \_\_\_\_\_

Refrigerator#/make/model: \_\_\_\_\_

**E. Security Deposit:** A Security Deposit, in the same amount of the **DISCOUNT RENT** is to be paid to the Owner/Agent **before** the first day of occupancy. (see rental checklist). When this lease terminates, for any reason, the property will be inspected by the Owner/Agent and damages will be taken out of the security deposit. This deposit will be used by the Owner/Agent at the termination of this lease toward reimbursement for the cost of repairing any intentional or negligent damages to the Property caused during the Tenants' occupancy. The Owner/Agent agrees to return the security deposit within 30 days after Tenant vacates, less any deductions for any of the costs indicated above, to the address provided by the Tenant. If such deductions are made, the Owner/Agent will give the Tenant an itemized statement to include charges for cleaning, labor, repairs, supplies, and equipment in addition to outstanding service charges and unpaid rents as necessary. The Security Deposit **WILL NOT** be returned if a 30 (thirty) day notice to vacate has not been provided to the Owner/Agent in writing nor will it be returned if a forwarding address has not been provided in writing as well.

**2. PROVISIONS OF LEASE:**

**A. Rent Non-Payment:**

**1) First Time:** If rents are not received **on or before the 5<sup>th</sup>** of the Month, the Tenant shall have **10 days** to provide the **FULL RENT** to the Owner/Agent. If the **FULL RENT** is not provided to the Owner/Agent **on or before the 15<sup>th</sup>** of the Month, the Owner/Agent, without any further process, verbal/written warning, or legal action, shall serve the tenant with an eviction/repossession notice **as early as the 16<sup>th</sup>** of the month. The company shall hold the tenant accountable/responsible for any and/or all subsequent damages to person or property as a result of the eviction/repossession process and shall legally force the tenant to face civil/criminal charges as necessary. **In addition, all necessary court filing/administrative fees will be added to the court filing** as well, under Pennsylvania law, to the maximum extent possible (meaning it will cost the tenant(s) even more money if this actually goes to court).

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a) If a check is returned marked NSF (No Significant Funds), the **FULL RENT** will be immediately due and the actions set forth in section 2.A.1) shall be enforced without any further process, warning, legal action, or notice.

2) **Second Time:** If rents are not received **on or before the 5<sup>th</sup>** of the month for a second time in a **rolling 12-month period**, the tenant shall be required to pay the **FULL RENT**. Upon receipt of the FULL RENT the tenant shall be allowed to remain for the duration of the month, but must vacate the premises **before the 1<sup>st</sup> day of the following month**. Regardless of payment, and without any further process, verbal/written warning, or legal action the Owner/Agent shall file for eviction/repossession of the property **as early as the 6<sup>th</sup>** of the month as well as hold the tenant(s) accountable in the same manner as Section 2.A.1).

a) **To Stop an Eviction/Repossession Ruling, Against the Tenant, From Going on a Tenant(s) Legal Record:** The only way an eviction/repossession action shall be terminated prior to a ruling against the tenant(s) (so that it does not appear on a tenant(s) record), is when the following two conditions are met: **1) the month's FULL RENT has been paid prior to the 1<sup>st</sup> day of the next month or prior to a legal ruling given by a judge/legal authority, whichever is sooner and 2) the tenant(s) have vacated the property allowing for full repossession by the Owner/Agent, prior to the 1<sup>st</sup> day of the next month or prior to a legal ruling given by a judge/legal authority, whichever is sooner.** Once these conditions have been verified by the Owner/Agent, the Owner/Agent may halt the eviction/repossession process.

**B. Phone Numbers, Mailing Addresses, and Email:** The Tenants will have a current phone number, useable mailing address (where the Tenant normally receives mail), and email address on file with the Owner/Agent at all times. If an address is not on file, the Property Address will be considered the Tenant's legal address and all mail sent to the Property Address will be automatically assumed received by the Tenants. In addition, if a forwarding address at the time of lease termination is not presented to the Owner/Agent, the return of the security deposit will be forfeit. To create a free hotmail.com email account, please go to [www.hotmail.com](http://www.hotmail.com) and create a new account. Any working email account is acceptable.

**C. Notices, Repairs, and Random Checks:** Please contact Knighthawk LLC, Bradford Division for notices and requests for repairs (currently Chris and Deborah Duet). Please leave a contact name and phone number to facilitate response and action by our local team. All requests for repairs must have a paper copy 'signed by the Tenant(s). If email is used, this counts as a 'paper copy' for company and government records. The Bradford Division may be reached through the following means:

Deborah's Cell Phone: 814-331-6565

Chris's Cell Phone 814-366-2477

E-Mail: [Bradford@KnighthawkLLC.com](mailto:Bradford@KnighthawkLLC.com) (forwards to their email addresses)

Most notices sent to the Tenants shall be from [CustomerSupport@KnighthawkLLC.com](mailto:CustomerSupport@KnighthawkLLC.com) or through the Owner's Agent in the local area. If the Tenants have no email account available to send out information to, the Property address will be considered valid and all mail sent to the

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property address and all email sent to the Tenants email address will be automatically assumed to be received by the Tenants.

- 1) Tenants may send email to [Bradford@KnighthawkLLC.com](mailto:Bradford@KnighthawkLLC.com) to inform the Owner/Agent of information such as a 30-day notice of intent to vacate, requested repairs, or trouble with other tenants. In addition, if satisfaction is not met through the local Bradford Division for any reason, please contact the company by emailing to [CustomerSupport@KnighthawkLLC.com](mailto:CustomerSupport@KnighthawkLLC.com).
- 2) As a courtesy, the Owner/Agent will attempt to have all repairs scheduled at the convenience of the Tenants, however any repairs that directly affect the safety and security of the Property, any of the Tenants, or the public in general will be made regardless of the Tenants' convenience or personal wishes.
- 3) Random checks by the Owner/Agent will be made to observe compliance with any and all provisions within this lease, without notice.

**D. Lease Termination:** To terminate this lease all Tenants must send an email to [Bradford@KnighthawkLLC.com](mailto:Bradford@KnighthawkLLC.com) (which will be considered 'informed in writing') as well as informing the local Agent via telephone. This notice must be **30 days** in advance of the requested move-out date. If no date is provided in the email, the Owner Agent will automatically consider the date 30 days after receipt of the email to be the requested move-out date.

- 1) If the Tenants request to break the lease prior to the contracted lease termination date, all Tenants will be held responsible for paying each month's rent under the conditions established in section 2 of this lease for each month remaining on the contract. Tenants will still be held accountable for the condition of the property and the provision for the return of the security deposit will still apply as stated in section 1.E of this lease.
  - a) **DISCOUNT RENT** will apply to the remaining months and be payable in full.
  - b) Once the Tenants break the lease and leave the Property the Owner/Agent will be free to rent out the Property to other Tenants at which time the Tenants on this lease will still be held accountable for their remaining contracted rents. If the Tenants of this lease pay off the remaining contracted months of occupancy in advance, rent received by the new contracted Tenants will not be given to the former Tenants, nor will the Owner/Agent be responsible to return such monies to the former Tenants for any reason. In addition, any other Tenants, new or old, will be held harmless to pay such monies to the Tenants on this lease.

**E. Residence of Non Tenants:** No person may reside in the Property for a period greater than 30 combined days, except those persons whose names appear as Tenants on this lease. Only vacation guests not working in, or around, Bradford are permitted to remain for the 30-day period. If it is discovered that this provision has not been followed, it will be considered a breach of contract and you will have two choices;

1: have the person gain approval by the Owner/Agent and try to get them placed upon your lease as a signatory, per discretion of the Owner/Agent, at which time an **additional ½ rent** (FULL or DISCOUNT-depending on time and method of payment) will be collected from the account on file every month, for every additional person, not to exceed 2 people per bedroom.

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2: the Owner/Agent will notify the Tenants and re-take possession of the property within 10 days of sending notification to the Tenants.

**F. Proper Use:** The Tenants will use the Property solely as a private dwelling for the Tenant's household. The tenant shall not assign this lease, give accommodations to any roomers or lodgers, storage of non-personal goods, or sublet the Property. Tenants will not run a business, of any kind, on the Property.

1) The Tenant will not modify the infrastructure of the property in any way without signed permission from the Company. If any modification is made, with or without the Company's permission, all modifications and additions become the property of the Company. Furthermore, tenants will be held accountable for all damages, repairs, or fees/expenses associated with returning the property to good working order. Damage to the property, whether intentional or not, as an act of violence, negligence, or mere accident, is ground for eviction.

a) The Tenant will not add any communication equipment to the property without signed permission from the Company. **That means no satellite dishes, wires, or utility/services changes of any kind.** See section F.1. above for consequences.

**G. Health and Safety:** The Tenants will keep the Property sanitary, clean, and neat. Rubbish, garbage and other waste will be stored in proper trash receptacles, such as sealed plastic garbage bags or garbage cans, in a sanitary and neat manner, and will be disposed of properly in a garbage dumpster or be taken to the street on garbage collection day by the Tenant as applicable. The Tenants will keep the Property and Common Areas clear of trash, debris, and clutter so that the property looks clean in nature. The Tenants will keep the walks clear of all debris, natural or otherwise (to include snow), and in the case of 189 Congress, the back and front lawns mowed and clean of debris (to include animal waste and garbage). For those properties with stairs, it is the responsibility of the Tenants to keep the stairs and Property access, to and from the stairs, clean and clear of obstructions and debris, to include the accumulation of the elements (mud, leaves, and snow). It is the responsibility of the Tenants to insure the walkways and stairs are clear and safe to use and the Owner/Agent will be held harmless for any mishaps/accidents that happen as a result of non-compliance with this provision. The Tenants will be billed for any labor incurred by the Owner/Agent for any non-compliance with this provision (example: The Owner/Agent has to pay someone to clean up animal waste and mow the lawn/shovel the sidewalk).

## **H. Responsibility and Good Neighbor Clause:**

1) Tenants and all of the Tenants' household and guests will not destroy, deface, damage, or remove any part of the premises or Property. The entire premises and/or Property will not be used for sale, purchase, or use of any illegal drugs or substances or any legal substances with the intent of abusing/using them in an unlawful way. The Tenants are responsible for the conduct of any person who may visit the Tenants, invited or not.

2) The Tenants will conduct themselves, and cause other persons who are on the Property/premises with Tenant's consent, to conduct themselves in a manner which will not disturb the Tenants' neighbor's peaceful enjoyment of their life and accommodations: **Any action on the part of the Tenants, Tenants' invited/uninvited guests, visitors,**

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associates, etc which causes damage to the property or disturbance to the community in any way is immediate grounds for immediate repossession of the Property. Claim for damages and Repossession will be filed against any infraction the owner/agent deems is the caused by the Tenants, Tenants' invited/uninvited guests, visitors, associates, etc through the local court system whenever the owner/agent feels it is necessary. Any harm that comes to any person or property, concerning the Tenants or the persons mentioned above, is not only immediate grounds for repossession of the Property, but will be dealt with on a criminal basis by the local/state and/or federal authorities.

**I. Smoke Detectors:** Tenants will maintain all smoke detector devices on the Property in good working order and promptly notify the Owner/Agent in the event of any malfunction. It is the Tenant's responsibility to test them periodically and to replace batteries as needed.

**J. Renters Insurance:** Tenants are encouraged to have Renters Insurance or should notify Owner/Agent, in writing, that Tenant will not have coverage. Renters Insurance can be obtained through most any local or national Insurance agencies. (For instance, AllState offers policies for approximately \$10 dollars per month.) The Owner/Agent will be held harmless for loss of any and all personal property as a result of criminal acts and/or the elements (such as fire or flood).

**K. Smoking: Smoking indoors is not permitted.** Each Property has outdoor areas (like porches) where smoking is permitted, but still highly discouraged. Numerous health risks are associated with smoking in non-ventilated areas and a large majority of residential fires are caused by cigarettes. It would be greatly appreciated if there was no smoking anywhere on the property at all. **Tenants will be responsible for any and all damages to the property caused by smoking, as well as responsible for any persons on the Property who are smoking as well.** Examples: Accumulation of smoke build-up on walls, causing stains/discoloration or burning the Property to the ground.

**L. Pest/Insect Control:** Tenants must take a pro-active role to ensure that the Property will remain free of pests. This includes any and all pests such as mice, cockroaches, fleas, ants, termites, bees/hornets, dogs, cats, etc. Following provision 2.G. and general cleanliness of the Property will go a long way in controlling these kinds of problems; calling the local animal control or using bug/mouse traps should take care of the rest.

**M. Parking/Vehicles/Storage:** No Part of the property/premises that is not a part of the leased unit stated in Section A, such as, but not limited to, stairways, basements, attics, hallways, common porches or overhangs, etc. shall be used to store/temporarily place/keep anything for any reason.(This especially means the basement and attic at 189 Congress) Any violation that does or does not result in any kind of damages to the company, owner, or agent, other tenants, or any other party shall be the sole responsibility of the tenants, just like in section H, to completely compensate the company/owner/agent for their transgressions. In addition, No major repair on any type of vehicle is allowed. Only Emergency-type repairs are allowed. Abandoned or inoperative vehicles or vehicles without current inspection stickers, license plates, registration etc. will be towed at the Tenants' expense and at the discretion of the Company without notice or warning to the Tenants. Boats, RVs, and/or recreational equipment will not be parked/stored on the property/premises without signed permission by the Owner/Agent.



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**N. Pets: This Lease Allows  Does Not Allow  Pets.**

1) No pets of any kind are allowed on the premises without prior written consent from the Owner/Agent; this includes no 'pet-sitting' and no visiting pets, etc. Any uncontained animal waste found on the premises, is considered a breach of contract and will be immediate grounds for Repossession of the property by the owner/agent, and a **15-day Eviction/Repossession notice will be given**. In addition, any damage to the premises, caused by any part or function of the animal, will be the sole liability and responsibility of the Tenant. Damages will be assessed against the Tenant and monies will be paid to the Owner/Agent to cover any and all damages. Damage by said animal is also immediate cause for Eviction/Repossession.

2) If pets are allowed the **PET ADDENDUM** Form at the end of the lease must be fully completed and signed and a photograph/picture of all pets must be provided.

**O. Safe Living and Enjoyment:** All Tenants have the right to freely enjoy the Property they are living in and to feel safe in doing so. Actions or behaviors which result in degrading or denying the right of any Knighthawk LLC Tenants to have such enjoyment and safety is grounds for immediate repossession of the Property as well as possible criminal and/or civil legal action.

**P. Waiver of Tenant(s) Rights and Certificate of Inspection:**

**1) Waiver of Rights:** By signing this Provision/document the Tenant(s) give up any and all rights in Federal, State, and/or Local Law that concerns leasing/occupying the Property, this includes the Pennsylvania Landlord Tenant Act of 1951, & thereby holds this Lease/Contract and all of its provisions as the only applicable contract between the Tenant(s) and the Company

**2) Certificate of Inspection:** By signing this Provision/document the Tenant(s) acknowledge that they have physically seen a current Certificate of Inspection by the Code Enforcement Agency for this Property and vow they will not sign this document or take position of/occupy the property without physically printing, signing, and dating their names to the Certificate of Inspection.

Tenant #1: \_\_\_\_\_ Date: \_\_\_\_\_  
DD MMM YYYY

Tenant #2: \_\_\_\_\_ Date: \_\_\_\_\_  
DD MMM YYYY

**By signing this document all Tenants acknowledge that they have read, understand, and agree to this lease/document and all provisions stated therein; signature(s) of the Tenant(s) and the Owner/Agent to this document make this lease/contract binding under law.**

**1:**  
\_\_\_\_\_  
Tenant #1(print) (sign) Date: DD MMM YYYY

**2:**  
\_\_\_\_\_  
Tenant #2(print) (sign) Date: DD MMM YYYY

\_\_\_\_\_  
Owner/Agent/(Duet) (print) (sign) Date: DD MMM YYYY

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**Tenant #1 Information:**

Full Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(DD MMM YYYY)

Job/Place of Employment/Mean of Making Money: \_\_\_\_\_

Phone:(home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
(Include Area Code)

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If and Only If it will be other than the Property Address – PLEASE PRINT)

Renter's/Private Property Insurance:

--Tenant#1 Has It \_\_\_ Does Not Have It \_\_\_ Insurance Company Name: \_\_\_\_\_

**Tenant #2 Information:**

Full Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(DD MMM YYYY)

Job/Place of Employment/Mean of Making Money: \_\_\_\_\_

Phone:(home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
(Area Code Included)

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If and Only If it will be other than the Property Address – PLEASE PRINT)

Renter's/Private Property Insurance:

--Tenant#2 Has It \_\_\_ Does Not Have It \_\_\_ Insurance Company Name: \_\_\_\_\_

**Dependents (including children)/Additional Household Member Information:**

1: Full Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(DD MMM YYYY)

2: Full Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(DD MMM YYYY)

3: Full Name (Printed): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(DD MMM YYYY)

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Knighthawk LLC, Bradford Division

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Email: [CustomerSupport@KnighthawkLLC.com](mailto:CustomerSupport@KnighthawkLLC.com)

KNIGHTHAWK LLC

CREDIT/DEBIT AUTHORIZATION FORM

I (we-The Tenants) hereby authorize KNIGHTHAWK LLC (THE COMPANY) to initiate entries to my checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY is notified by me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

**Money is withdrawn from your account such that payment occurs on the 1<sup>st</sup> of every month. If the 1<sup>st</sup> falls on a non-banking day, payment will occur on the next banking day**

\_\_\_\_\_  
(Name of Financial Institution—Bank/FCU Name—PLEASE PRINT)

\_\_\_\_\_  
(Address of Financial Institution - Branch, City, State & Zip – PLEASE PRINT))

\_\_\_\_\_  
(Tenant's Signature)

\_\_\_\_\_  
(Date) DD MMM YYYY

\_\_\_\_\_  
(Tenant's Name - PLEASE PRINT)

\_\_\_\_\_  
(Tenant's Address on file with this Financial Institution - PLEASE PRINT)

**Standard Payment Amount = DISCOUNT RENT monthly rate**

Tenant's Checking/Savings **Account Number**: \_\_\_\_\_

Is this a Checking or Savings Account?: \_\_\_\_\_

Tenant's Financial Institution **Routing Number**: \_\_\_\_\_

(Look between these symbols 1: :1 on the bottom left of your check, typically 9 digits)