

Knighthawk LLC

A Dragonfyre Company

Knighthawk LLC, Bradford Division
1916 Pike Pl Ste 12-347, Seattle, WA 98101
Email: Info@KnighthawkLLC.com

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 above stove when showing 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 a copy of the 'tenant-signed' Inspection Certificate in the Unit above stove.

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 Driver License or other valid picture ID
7. _____ **PRO-RATED RENT:** Collect pro-rated rent for the 1st month of occupancy
8. _____ **SECURITY 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

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LEASE

_____ date
DD MMM YYYY

Between Knighthawk LLC Series D (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:

356 W. Washington St, Bradford, PA 16701 (The Property) – Please check appropriate line

- _____ Apt A = Large 1Bed 1Bath w/ living rm & kitchen together; bottom-right from parking lot
- _____ Apt B = Large 1Bed 1Bath w/ separate kitchen; bottom-center from parking lot
- _____ Apt C = 2Bed 1Bath w/ separate kitchen; bottom-left from parking lot
- _____ Apt D = Large 2Bed 1Bath; rear-entrance upstairs on left
- _____ Apt E = 2Bed 1Bath, big living room; rear-entrance upstairs on right
- _____ Exterior Garage or _____ Exterior Storage

MOVE IN DATE: _____ (1-31) MONTH: _____ (name) YEAR: _____

1 year lease example: Move in 15OCT2017, lease end date would be 31OCT2018

---Rent amount is pro-rated until the end of the 1st month. Check line below for length of lease--

- _____ -1 Year END DATE: Last day of Move in Month + 1 year later (see rent cost Section B)
- _____ -6 Month END DATE: Last day of Move in Month + 6 months later (add 10% to rent cost)
- _____ -3 Month END DATE: Last day of Move in Month + 3 months later (add 15% to rent cost)
- _____ -1 Month END DATE: Last day of Move in Month + 1 month later (add 20% to rent cost)

After this LEASE END DATE, the lease shall continue on a month to month basis under the same terms as the original lease. Tenant must inform the Company **30 days in advance** of intent to leave, in writing or via email, to Bradford (at symbol) KnighthawkLLC.com and the Company can also terminate the lease with a **30 day notice** to tenant after the original lease period is done.

B. Monthly Rent Amount: The Tenants shall pay rent through Banking **AUTOPAY** to the Owner/Agent **on or before the 1st of each month**. Monthly rent is to be paid in full and without demand. AUTOPAY paperwork must be filled out, signed, and activated prior to the MOVE IN DATE. **USING THE AUTOPAY SYSTEM IS REQUIRED.**

YOU MUST HAVE YOUR RENT MONEY ALREADY IN YOUR BANK ACCOUNT, PRIOR TO THE LAST DAY OF THE PREVIOUS MONTH, IN ORDER FOR AUTOPAY TO WORK CORRECTLY! IT IS THE TENANT’S RESPONSIBILITY TO MAKE SURE RENT IS PAID.

FULL RENT = \$ _____ (FULL) DISCOUNT RENT = \$ _____ (DISCOUNT)

1) **DISCOUNT RENT** applies if AUTOPAY used and rent paid **on/before 1st of month.**

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- 2) **FULL RENT** shall apply anytime rent is not paid on time or with the Autopay
 - a) Should something go wrong with the autopay, it is still the responsibility of the tenants to deliver the rent, without reminder, for deposit at:

County National Bank (CNB) 50 Main St. Bradford, PA 16701. Placing the rent in a sealed envelope labeled: **FOR DEPOSIT TO: Knighthawk LLC SERIES D-4069** and placing it in the 24/7 drop box at the same CNB

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

- 1) **Trash** must be properly placed within the dumpster/trash containers located in the 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 evict or repossess the property.
 - b) Use of the dumpster is for contracted trash removal only, which means that it is only for trash that is accumulated through the daily use of the rented unit and is not to be used for any other purposes. Violators will pay for any bills incurred through improper use.
 - c) **Any extra trash bills, like 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 \$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.

4) **Satellite Dishes/Antennae:** Tenants **DO NOT** have the right to install anything to the property without express written permission by the company or they must have a company representative present at installation. Any damages will be paid for by tenant.

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 #: _____ (owned by)

Refrigerator#: _____ (owned by)

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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 things like 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. Company can/will seek damages through the legal system if the damages/amount owed by tenant exceeds the security deposit.

2. PROVISIONS OF LEASE:

A. Rent Non-Payment:

- 1) If rents are not received **on or before the 1st** of the Month, using the AUTOPAY system, the Company can/will file eviction within 24hours (or repossess the property in 10 days). **No Notice has to be provided to the tenant for an Eviction or Repossession to occur.**
- 2) All costs of the eviction/repossession will be charged to the tenant, including court costs, legal fees, and time required by the company to complete the eviction process, under Pennsylvania law, to the maximum extent possible (**meaning it will cost the tenant(s) even more money if this actually goes to court**).
- 3) The company shall hold the tenant accountable/responsible for any and/or all subsequent damages to persons or property as a result of the repossession (and/or eviction) process and **shall legally force the tenant to face civil/criminal charges as necessary.**

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 email account, please google Gmail, outlook mail, or yahoo email. Any working email account is acceptable.

C. Notices, Repairs, and Random Checks: Please contact Knighthawk LLC, Bradford Division for notices and requests for repairs. 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:

Name of Local Agent: _____ Contact Phone: _____

E-Mail: **Bradford (at symbol) KnighthawkLLC.com** (forwards to local agent's email)

Knighthawk LLC

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Most notices sent to Tenant shall be from **Bradford (at symbol) KnighthawkLLC.com** or through the Agent in the local area. If the Tenants have no email account available to send information to, the Property address is considered valid and all mail sent to the 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 (at symbol) 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:**

****Company Oversight Email Address: Info (at symbol) 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 can/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 (at symbol) KnighthawkLLC.com (which will be considered 'informed in writing') as well as informing the local Agent via phone/text. This notice must be at least **30 days** in advance of the requested move-out date. If no date is provided, the Company will automatically consider 30 days after receipt of the email to be the requested move-out date.

1) **Lease Termination prior to End of Contract:** If Tenants want to break lease prior to the lease end 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) Paying off the Contract each month: DISCOUNT RENT will apply to the remaining months **if paid on or before the 1st each month, using Autopay.**

i) 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.

b) Contract Buy Out-Remaining Time: Tenants may pay their remaining rent in a single payment using the Discount Rent rate and prorated days for partial months.

c) Contract Buy Out-Used Time: Tenants may buy out of their contract by calculating the rent they would have paid, using a shorter term lease (as long as they have already passed the 6, 3, or 1 month time period) and paying the difference. Example: Tenant has a 1 year lease with a Discount Rent of \$500 per month, but only stayed 8 months. Using the 6 month contract rate of 10% more in rent, Tenant would owe \$50 more for each month the tenant actually used the property. Thus, tenant can buy out the contract for 8months x \$50 = \$400. Just as if they had contracted with a 6 month rate and stayed 2 months extra.

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;

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- 1) Have the person gain approval by the Company and try to get them placed upon your lease as a signatory, per discretion of the Company, at which time an **additional ½ rent** (FULL or DISCOUNT-depending on time and method of payment) will be collected from Autopay every month, for every additional person, not to exceed 2 people per bedroom.
- 2) Company will notify the Tenants and take possession of the property within 10 days of sending notification to the Tenants or begin eviction within 24hours of discovery.

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 repossession (and/or 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

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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, 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 and/or eviction. Claim for damages and fees will be filed against any infraction the owner/agent deems is 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/eviction of the Property, but will be dealt with on a criminal basis by the local/state/federal authorities.

I. Smoke Detectors/Fire Extinguisher: The owner will provide working smoke/carbon detectors and a fire extinguisher to the tenant's unit upon start of the lease. **It is the sole responsibility of the tenant to keep the smoke detectors, Carbon detectors, and fire extinguishers in good working order.** This includes, but is not limited to, keeping working batteries in the detectors and after using a fire extinguisher, replacing it with a new one. Tenants will be charged for any trip fees, labor, or equipment purchase, which means it will cost the tenant about \$2 to put in a new battery, but up to \$50 or more to have the owner do it for them, etc. In addition, Tenants will be held liable for any and all damage or harm that occurs as a result of non-operational equipment.

J. Renters Insurance: Tenants should have Renters Insurance or should notify Company, in writing, that they do not have coverage. Renters Insurance can be obtained through most local or national Insurance agencies. (For instance, All State 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 human acts, accidents, and/or events of nature.**

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, bed bugs, 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 for their transgressions. In addition, No

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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/warning to the Tenants. Boats, RVs, and/or recreational equipment will not be parked/stored on the property without signed permission by the Company.

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 an **Eviction notice and/or 10-day Repossession notice will be given**. Any damage to the premises, caused by any part or function of the animal, will be the sole liability of the Tenant, payable to the Company. Damage by said animal is also immediate cause for Repossession (and/or Eviction).

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/behaviors which result in degrading or denying the right of any Tenants to have such enjoyment and safety is grounds for immediate repossession of the Property and/or eviction as well as pressing criminal/civil charges.

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 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 possession of/occupy the property without 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 (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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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 1st of every month. If the 1st 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: :l on the bottom left of your check, typically 9 digits)