

LYDA PROPERTIES, LLC  
PO Box 246, Wellsboro, PA 16901 570 723-3114

**LYDA PROPERTIES, LLC PROPERTY MANAGEMENT POLICIES**

- Rent Payments are due as the prescribed Lease payment date. **RENT is Due the 1<sup>st</sup> day of each month**, the grace period is for mail or pickup delays.
- **Rent 'paid in person'** Receipts for Cash shall be delivered to (Due by 1st):
  - Stained Glass Reflections** Attn: Edie Seaman  
87 Main Street (during work hours 10am – 5pm M-S)  
Wellsboro, PA 16901 - A receipt shall be provided for “Cash”
- **Rent 'mailed'** shall be sent to:
  - Lyda Properties, llc** Attn: LYDA, llc Manager  
PO Box 246 (Mailing Address Only)  
Wellsboro, PA 16901 (No town office address, all meetings arranged)
- **CONTACT:** For any basic **Repair & Maintenance** issues please provide requests *in writing* with monthly Rent payment. Only ‘Landlord responsibility’ items will be addressed by us (drain clogs, etc- Tenant).
  - For “**Emergency Repairs**” that require immediate action contact our LYDA emergency number, “LEAVE A MESSAGE”. Emergency Repairs include items that must be repaired immediately or damage to the building or apartment is imminent.
    - EMERGENCY** (Fire Police medical) 911 (**Emergency**)
    - POLICE Wellsboro** (non emergency) 570-724-4400
    - Gas Company (UGI Central Penn)** 800-652-0550
    - Electric Company (Wellsboro)** 570-724-3516
    - Cable (blue ridge)** 800-222-5377
    - Landlord Contact** 570-723-3114
    - Repair/Maintenance (in writing) or** 570-723-3114
    - Emergency Plumbing or Heat** 570-404-0561 or 570-724-4898
  - (Emergency is Active Leak or No Heat when Freezing out)
- **Repairs / Maintenance:** A Tenant is ONLY Authorized to call the “Emergency Contractor” if they Left us a Message and there is an ACTIVE LEAK or NO HEAT during Freezing weather. If there is a Fire or Gasleak, call the Fire Department or Gas Company Immediately. If you need the Police, call them directly. Otherwise, for Non Emergencies, Repair or regular Maintenance; Leave a Message on our Landlord Contact Number.
- **Late Rent Penalty:** Late Rent Payments have a **penalty** that will be levied, per the Lease. Understandably, the Bank does not forgive us, the Landlord, from paying the mortgage or taxes late when rent’s are not collected and provides us a penalty.
- **Lockout:** A Lockout is **NOT** an Emergency, we can provide entry during Normal Business hours, sometimes we may provide entry up to 9PM. Otherwise, we shall return your call in the morning. 2<sup>nd</sup> lockout, you will be billed \$50 Entry fee. If Lock must be replaced, you shall also be charged for Locksmith.
- **LYDA Properties, llc** has a NO PET Policy. We also have a “One Chance” Policy for disturbing other tenants or neighbors. If you disturb your neighbors you will be warned to “cure” once, then asked to leave by either Eviction or Notice of non renewal.

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**TENANT RULES & responsibilities (Summary):**

This list is provided to Tenants to outline general expectations of responsibilities between Landlord and Tenants. This list is a quick reference that outlines expectations by the Landlord. We value each Tenant and provide this clarification in order to keep Rent payments reasonable now and into the future.

**LANDLORD responsibilities:**

- Providing a clean, painted unit upon initial tenancy.
- Roof and Building structure Soundness.
- Major Supply line and Waste pipe Plumbing Leaks.
- Initial Appliance Operation (for appliances provided by Landlord).
- Building Electrical and Sewer Service, tenant Lease defines payment.
- Electrical, Sewer and Gas Utility Service to the Building.
- Maintaining the building condition and Lawn/grounds Maintenance.
- For Commercial Triple Net – All Tenant Responsibilities

**TENANT responsibilities:**

- Security Deposit for potential damage or unpaid rent.
- Maintaining a clean (weekly cleaning) neat unit during tenancy.
- Electric, Gas, Cable, AC, Garbage Service to Units (unless in Lease).
- Any damage to a Unit during Tenancy.
- Lightbulbs are a Tenant responsibility.
- Decorating, curtains, blinds and paint (approval required for paint colors).
- Clogged Toilet or Sink, plunging is a Tenant responsibility.
- Additional Convenience outlets (must be approved) or fixtures (outlet, ceiling fan, AC unit, strip heater, etc...). Appliance Maintenance by Tenant.
- Test & Maintain operating Smoke Detector, CO detector (and Commercial units Fire Extinguisher).
- Notification to Landlord of a Localized leak within a Unit.
- Commercial Units; Signage (permission required).
- Air Conditioning and Snow removal.

**Unacceptable:**

- Wall paper is not acceptable. Painting during tenancy must be approved.
- Renovation or Paint colors without permission.
- Tenants without permission. All Occupants living at Apartments must be on the Lease. (Considered a New Lease and Modification required).
- Washer and Dryer Installation without permission.
- Pets without Permission. A Pet Deposit is required due to previous damages that have been caused. Lyda Properties, llc does not approve cats of any kind due to past damages they have caused.
- You MAY NOT use your Security Deposit as your Last Month's Rent.

**APPLICANT INFORMATION:**

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(If more than 1 tenant, fill out separate names for each tenant on the back)

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

(Date of Birth - optional but helps with ID)

e-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_

Own / Rent      How Long ? \_\_\_\_\_ Monthly Payment or Rent? \_\_\_\_\_

Previous Address: \_\_\_\_\_

Own / Rent      How Long ? \_\_\_\_\_ Monthly Payment or Rent? \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

Current Employer: \_\_\_\_\_

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

Phone: \_\_\_\_\_ How Long ? \_\_\_\_\_ Boss: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/Annual Income: \_\_\_\_\_

**REFERENCES:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**FAMILY EMGY. CONTACT (in case you are accepted):**

Emergency Contact Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**AUTHORIZATION:**

I Authorize contact of my Employer and References for Credit and Fiscal verification. I understand that LYDA Properties does not allow any Pets (especially cats) and No Smoking.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Attach a copy of Driver's License Photo Identification to be reviewed as a candidate)

FIRST & LAST MONTH RENT AND 1 MONTH SECURITY ARE REQUIRED. LAST MONTH RENT MAY BE WAIVED IF YOUR INCOME/RENT RATIO IS ABOVE 35%.

**Application Turn in:** at 87 Main Street, Stained Glass Reflections, Attn: Edie or Loren