



## LEASE ADDENDUM FOR MOVE-IN SPECIAL (Rent)

### Rent Special / Move-In Special Addendum

I accept the move in Rent Special of \$ 1340.00 that was offered to me, pertaining to the lease with an effective lease start date of 4 / 20 / 2019 through the lease end date of 4 / 30 / 2020 ; at the specific building - apartment #: 1609 - 209 within a ZPG Companies, LLC apartment community.

This Rent Special has been given to me in exchange for me fulfilling the entire length and terms of my lease. I understand that this Rent Special is for this lease term period only. I also understand that this Rent Special rate is not guaranteed at this same rate, should I choose to extend or renew my lease.

### ADDITIONAL DETAILS – Terms of Special

Rent is \$10 below market rate for initial lease term. Rent will return to market rate upon renewal.

Rent is to be paid through ZPG's online portal - www.zpg.com -- you are to deactivate rent payments after final months' rent is paid.

ALL residents are to give proper notice to renew or vacate - at least 2 full months prior to their current lease end date. ROOMMATE CHANGES too.

Notices to Renew & Vacate (in writing) are legal binding terms, conditions, and/or continuations or additions to your current lease.

ZPG insists on being totally up-front when it comes to rental rate increases... ZPG expects rents to increase anywhere from 1% to 3% at renewal, but can change at owners' discretion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ZPG MUST BE NOTIFIED and APPROVE ANY RESIDENT / ROOMMATE CHANGE AT LEAST 2 MONTHS IN ADVANCE OF ANY CHANGE  
- ALL RESIDENTS ON THE LEASE ARE 100% RESPONSIBLE FOR TERMS OF LEASE THROUGH THEIR CURRENT LEASE END DATE.

ZPG  
\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date



ZPG Companies, LLC

## RENTERS INSURANCE IS MANDATORY

### Renter's Insurance: Per Lease Addendum

**Residents understand that renter's insurance is a requirement of this lease agreement. Insurance must remain in effect for the duration of the resident's lease.**

**By signing this form, you understand the policy and agree to provide proof of Renters Insurance prior to moving in to a ZPG property, and when renters insurance policy is up for renewal.**

You are required to provide a copy of the paid binder – which shows you as the insured and amount of coverage obtained... your agent will know what is needed.

Have your insurance agent/company email a copy of the renters insurance binder to the ZPG Companies, LLC Management Office email address of [rent@zpg.com](mailto:rent@zpg.com). You will also want to request that your agent/company automatically email us a copy at each policy renewal.

email to: [citygables@zpg.com](mailto:citygables@zpg.com)

Thank you for your cooperation.

ZPG Companies, LLC / ZPG Management Office

Bldg – Apt #: 1609 - 209

MUST BE IN PLACE PRIOR TO MOVE IN

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

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

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

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

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

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

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

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

Property Manager : ZPG

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



ZPG Companies, LLC

- Notes:
- AUM is billed monthly and is billed in ARREARS
  - First bill will have set up fees
  - AUM can be set for online payment/info on 1st bill
  - AUM bill MUST be paid current, each month.
  - Final AUM bill comes out of Security Deposit

## LEASE ADDENDUM – AUM and MINNESOTA WATER ALLOCATION

As part of our ongoing efforts to conserve natural resources we are initiating a utility conservation program. We believe it is important to reduce our natural resource usage and that this is a responsibility we all share. We hope the allocation program will provide the necessary control and incentive for all of us to become more conscious of our utility usage.

This addendum dated 3/15/2019, is attached to and made a part of the lease by and between ZPG Companies, LLC, as agent for owner of the Apartments and Ravindhar Konatam, the Resident(s) for bldg-unit # 1609 - 209 at this ZPG Property. Lessor and Resident agree to the billing described below for each of the following utilities and services (check only if applicable): ☒ **Water**; ☒ **Wastewater/Sewer**; ☒ **Trash removal**; ☐ **Electric**; ☒ **Gas**; and ☐ **Other (describe)**; (all of such checked utilities and services are collectively referred to as the "Utilities"). The responsibility for the utilities and services not checked above as well as for those utilities and services not specifically identified above shall be governed by the terms of the Lease.

During the lease term, Lessor is authorized to bill Resident for, and Resident agrees to pay, a portion of the monthly bills for the Utilities for the Property as follows:

- Resident's monthly rent under the Lease does not include a charge for the Utilities.** Instead, for the Utilities, Resident shall pay that amount stated in a separate bill received by Resident each month from Lessor or a billing service provider (Xcel, AUM) designated by Lessor ("Utility Bill").
- Each Utility Bill shall be based on the previous period's actual bills for the Property's Utilities**, allocated to Resident pursuant to an allocation formula based on the number of residents in your unit as a percentage of all the residents at the property. Each additional resident per unit, greater than one, is allocated at a rate less than one on a descending schedule.
- Payment of the Utility Bill is due as noted on each Utility Bill.** Unless otherwise provided, Resident agrees to pay the Utility Bill monthly at the location identified on such Utility Bill. Resident agrees to pay a one-time set up fee, which fee shall be included on the first Utility Bill received by Resident, and a monthly invoice administrative fee, which fee shall be included on each Utility Bill received by Resident.
- Upon Resident's request, Lessor must provide a copy of the actual utility bill** for the Property or that portion of the Property that has the single meter upon which Resident's allocation is based for the current billing period or for any period during which Resident paid an apportioned utility bill. An account of individual bills issued to all Property residents for the current billing period will also be provided upon Resident's request.
- Resident represents that all occupants that will be residing in the Unit are accurately identified in the Lease.** Resident agrees to promptly notify Lessor of any change in such number of occupants.
- To the extent permitted by law, **any delinquent payment of a Utility Bill shall be considered a default under the Lease** to the same extent and with the same remedies to Lessor (including, without limitation, the right to bring a summary proceeding for eviction against Resident and the right to impose late fees and other related charges and fees) as if Resident had been delinquent in Resident's payment of rent.
- If Resident moves into or out of the Unit on a date other than the first of the month, Resident will be charged for the full period of time** that Resident was living in, occupying or responsible for payment of rent or the Utilities for the Unit. If Resident breaks or breaches the Lease, Resident will be responsible for all charges for the Utilities through the time it takes for Lessor to retake possession of the Unit, regardless of whether Resident is still occupying the Unit. When the Resident vacates the Unit, all charges for the Utilities must be paid by the move out date. To the extent permitted by law, any unpaid charges for the Utilities at the time of the move out date will be deducted from the security deposit being held by Lessor under the Lease.
- Resident understands that no representation or warranty by Lessor regarding estimated or actual Utility Bills shall be enforceable unless it is set forth in writing and signed by Lessor.
- Lessor is not liable for any losses or damages Resident incurs as the **result of outages, interruptions, or fluctuations in utilities** provided to the Unit unless such loss or damage was the direct result of negligence of Lessor. Resident releases Lessor from any and all such claims and waives any claims for offset or reduction of rent or diminished rental value of the Unit due to such outages, interruptions, or fluctuations.
- Resident understands **and agrees that continued occupancy of the Unit when electricity, natural gas, water, or sewer services have been discontinued is hazardous. Resident agrees not to terminate, cut off, interrupt, interfere with, or discontinue supplying electricity, natural gas, water or sewer services to the Unit.** Resident shall not tamper with, adjust, or disconnect any utility sub-metering system or device. Violation of this provision is material breach or default of this addendum and the Lease and shall entitle Lessor to exercise all remedies available under the Lease.
- Resident agrees that Resident may, upon thirty (30) days prior written notice from Lessor to Resident, begin receiving a bill for additional utilities and services, at which time such additional utilities and services shall for all purposes be included in the term "Utilities."
- If any provision of this addendum or the Lease is invalid or unenforceable under applicable law, such provision shall be ineffective to the extent of such invalidity or unenforceability only without invalidating or otherwise affecting the remainder of this addendum or the Lease. Except as specifically stated herein, all other terms and conditions of the Lease shall remain unchanged. In the event of any conflict between the terms of this Addendum and the terms of the Lease, the terms of this Addendum shall control.

Signature \_\_\_\_\_

Date \_\_\_\_\_

ZPG will Set Up Billing

Signature \_\_\_\_\_

Date \_\_\_\_\_

ZPG will apply final AUM bill at Move Out, to Deposit

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature ZPG \_\_\_\_\_

Date \_\_\_\_\_

ZPG Companies Owner / Owners Agent

Date \_\_\_\_\_



**ZPG Companies, LLC**

Any General maintenance request - submit them at [www.zpg.com](http://www.zpg.com)

**MOLD & MILDEW ADDENDUM**

Toilets running, faucets leaking, any drips.

This Mold & Mildew Addendum is attached to and is made part of the lease by and between ZPG Companies, LLC / ZPG Management, as agents for owner ZPG Companies, LLC &/or it's assigns, and resident(s) listed below of this building & unit number 1609 - 209, which is owned &/or managed by ZPG Companies, LLC.

Resident acknowledges that it is necessary for Resident to provide appropriate climate control, keep the Unit clean, and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Resident agrees to clean and dust in the Unit on a regular basis and to remove visible moisture accumulation on windows, walls and other surfaces as soon as reasonably possible.

Resident agrees not to block or cover any of the heating, ventilation or air-conditioning ducts in the Unit.

Resident also agrees to immediately report to the management office: (i) any evidence of a **water leak or excessive moisture** in the Unit, as well as in any storage room, garage or other common area; (ii) any evidence of mold- or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area; (iii) any failure or malfunction in the heating, ventilation or air conditioning system in the Unit; and (iv) any inoperable doors or windows. Toilets running, faucets leaking, any drips.

Resident further agrees that Resident shall be responsible for damage to the Unit and Resident's property as well as injury to Resident and Occupants resulting from Resident's failure to comply with the terms of this Addendum. A default under the terms of this Addendum shall be deemed a material default under the terms of the Lease, and Lessor shall be entitled to exercise all rights and remedies at law or in equity. Except as specifically stated herein, all other terms and conditions of the Lease shall remain unchanged. In the event of any conflict between the terms of this Addendum and the terms of the Lease, the terms of this Addendum shall control. Any term that is capitalized but not defined in this Addendum that is capitalized and defined in the Lease shall have the same meaning for purpose of this Addendum as it has for purposes of the Lease.

GO to [www.zpg.com](http://www.zpg.com) to enter a general work order. EMERGENCY MAINTENANCE # 651-229-4902

Resident(s) - all Residents must sign here :

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ZPG Companies, LLC, as agent for owner of the Apartments, and or it's Authorized Representative:

*ZPG*

\_\_\_\_\_  
ZPG Management Signature

\_\_\_\_\_  
Date



## RESPECT & CRIME FREE LEASE ADDENDUM

ZPG has ZERO Tolerance for parties, loud music, disrespectful behavior -- subject to fines and eviction

BLDG / APT #: 1609 - 209

In consideration of the execution or renewal of the lease of the dwelling unit identified in the attached lease, Property Owner/Manager and Resident(s) agree as follows:

**RESPECT.** Residents respect ZPG Management, it's staff and all that live within this community, please practice respect at all times. Do not allow any one you do not know into the buildings. Wait for the garage door to close completely. Be nice to each other. Keep noise levels down - especially after 10pm and always call the office with any questions, concerns or needs. This is your home and we want your home to be a great place to be! Residents are to call 911 to report anyone violating the Noise Ordinance.

\*\*\*\* any violation or BREACH of LEASE can incur a Violation Fee, and depending on severity of the violation, can be cause for immediately eviction -- at Managements discretion \*\*\*

- 1) Resident, any members of the resident's household, a guest or other person under the resident's control, shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the **illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance** (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802]).
- 2) Resident(s), any member of the resident's household, a guest or other person under the resident's control, shall not engage in **any act intended to facilitate criminal activity**, including drug-related criminal activity, on or near the said premises.
- 3) Resident or members of the household **will not permit the dwelling unit to be used for, or to facilitate criminal activity**, including drug-related criminal activity regardless of whether the individual engaging in such activity is a member of the household, or a guest.
- 4) Resident, any member of the resident's household, a guest, or another person under the resident's control, shall not engage in the **unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance** at any location, whether on or near the dwelling unit or otherwise.
- 5) Resident, any member of the residents' household, a guest or another person under the resident's control, shall not engage in any criminal activity, including **prostitution, criminal street gang activity, threatening, intimidating, or assaultive behavior** including but not limited to the **unlawful discharge of firearms**, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent or other residents and/or involving imminent or actual serious property damage.
- 6) VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.
- 7) In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of this addendum shall govern.
- 8) This lease addendum is incorporated into the lease executed or renewed this day between ZPG, Property Owner/Manager and Resident(s). ZPG reserves the right to terminate any lease due to criminal activity.

\*\*\*\* any violation or BREACH of LEASE can incur a Violation Fee, and depending on severity of the violation, can be cause for immediately eviction -- at Managements discretion \*\*\*

**It is understood and agreed that a single violation shall be good cause for termination of this lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence. [ No Felonies – anytime / anywhere ]**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

NO GRILLS  
NO OPEN FLAMES  
NO LOUD GATHERINGS  
NO ALCOHOL IN POOL AREA

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

YOU ARE RESPONSIBLE FOR YOUR  
GUEST BEHAVIORS and ACTIONS

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

CALL POLICE FOR ANYTHING  
SUSPICIOUS OR DISTURBANCES

ZPG

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date

RESPECT YOUR NEIGHBORS

- Residents are to call 911 to report anyone violating the Noise Ordinance - and to email [citygables@zpg.com](mailto:citygables@zpg.com).

Minnesota Crime Free Multi-Housing program



ZPG Companies, LLC

## City Gables ONLY

### LEASE ADDENDUM - PET DEPOSIT and PET FEE

BLDG – APT #: \_\_\_\_\_ 1609 \_\_\_\_\_ - \_\_\_\_\_ 209 \_\_\_\_\_

#### Lease Addendum / Pet:

Landlord and Resident agree to amend the Lease to allow Resident to have pet(s) at the leased premise. Resident understands that manager &/or owner approval is required before a pet may be brought on the premises. ALL Cats must have Vet Records showing current on their Vaccines.

**NO DOGS ALLOWED** – not allowed to visit or be anywhere on the premises.

**NO SNAKES, RATS, ARACHNADS, &/or other exotic pets, to be named by manager.**

**NO Unauthorized Animals Allowed - at any time. NO Animal Sitting.**

**NO Visiting Animals.**

Resident(s) agree(s) to pay City Gables an additional, 100% refundable, **Pet Deposit** of **\$150.00** and an additional **Pet Fee** of **\$25.00** per month, for each month the pet is in the premises for the term of the lease. Resident also agrees to follow all other pet policies. If Resident fails to comply with all their obligations Landlord may exercise its rights under the Lease and the.

Pet Type: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: lbs \_\_\_\_\_ VET Checked: \_\_\_\_\_

Pet Type: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_ Weight: lbs \_\_\_\_\_ VET Checked: \_\_\_\_\_

If written notice is given to City Gables Manager that pet has been removed from the premises, Resident's obligation to this additional PET fee will end the last day of month in which the notice was received.

Pet Deposits can only be refunded at the time Resident's move-out – unable to do any deposit refunds in the middle of a lease or if one resident moves out earlier than another.

\*\*\*\* any violation or BREACH of LEASE can incur a Violation Fee, and depending on severity of the violation, can be cause for immediately eviction -- at Managements discretion \*\*\*

\_\_\_\_\_  
Resident Name (1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Name (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Name (3)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Name (4)

\_\_\_\_\_  
Date

\_\_\_\_\_  
ZPG

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date

*email to citygables@zpg.com -- for mid-residency Pet Add on*



CO in Hallway on wall - Battery  
Smoke in BR on Wall - Battery  
Smoke in Hall on Ceiling - Hard Wired

## Safety Devices in your New Home

For the welfare of all residents in your home and within the residential building the following safety devices are located in your apartment or town home. The number & type of each device within the apartment depends on the size and configuration of your apartment or town home.

**Smoke Detectors:** One or more Smoke Detector(s) is located in the hallway &/or bedrooms of the apartment. Some of these are wired to the electricity and have a battery backup, while others are fully battery operated.

**Carbon Monoxide Detectors:** One or more Carbon Monoxide Detector(s) is located approximately 5.5 ft up on the hallway wall outside the bedrooms of the apartment. These are all battery operated.

### **What to do in case of an Alarm**

***If either type of alarm sounds the best practice is to immediately remove all persons from the apartment as quickly as possible. Once all persons are in a safe place outside the apartment, determine if emergency services should be called via 911.***

If you know why an alarm is sounding (you burnt the toast) it can be silenced by opening a window and allowing fresh air into the home. Please see the attached FEMA information sheets for more details. Either type of alarm can be reset after a non-life threatening event without emergency services. If the alarm restarts or will not reset please contact management.

***Do NOT disconnect these alarms for any reason!***

**At time of Move-in:** Management and resident acknowledge that the devices are in place, attached appropriately, and are in good working order in accordance with safety standards. Management will provide each new household one set of replacement batteries for each device.

**During Residency:** Management will test and inspect these devices a minimum of one time per year upon annual apartment inspection. Additional inspections may occur at other times throughout the year. Resident will not tamper with, remove, disarm, detach or disable the detectors in any fashion.

**Maintenance of the Devices:** It is the responsibility of the resident to familiarize themselves with these devices and alert maintenance if repair or replacement is needed. The most frequent need is for the batteries to be replaced. This is indicated by an occasional beep or chirp from the device signaling attention is needed. The resident is responsible to use the batteries provided for replacement if necessary in between device inspections by maintenance. If the device needs further repair or replacement the resident is responsible to contact Management.

I have received a copy of the FEMA information sheets for these devices. I have read and understand the information provided. I have received one set of replacement batteries for each device. I agree not to alter, tamper, remove, disarm, detach or disable these safety devices.

*I understand that any breach of these terms is a material violation of the lease and could result in a termination of the lease for cause.*

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Management: ZPG Date: \_\_\_\_\_

Bldg - Unit: 1609 - 209





WIFI is for INSIDE CLUBHOUSE use only

wifi password - clubhouse

## Clubhouse Agreement – Deposit &/or Fees for Damage / Cleaning

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Date: 3/15/2019 Bldg-Apt. #: 1609-209 (Each person on Lease is responsible for clubhouse)

Residents understand that City Gables is offering Residents the opportunity to reserve the Clubhouse in good faith. Residents also know that they are responsible for themselves and their guest and that City Gables is in no way liable or responsible for any persons or personal property in the Clubhouse/Pool.

Residents understand that the Clubhouse has a keyless entry code 2324. Although we do not need a deposit, as it is reserved on a good faith/respect of others, policy. We do reserve the right to demand fees, if a resident did not comply with the rules set in place, whereas the Resident has left Clubhouse in same or better condition than it was on date reserved. Resident(s) agree(s) that should they break this agreement, the Clubhouse fees will be assessed and due to management within 7 days. If there is any damage to the property in a way that results in replacement, repairs, or cleaning, resident will not only be responsible for additional charges by resident to be paid to ZPG Companies, LLC in the entire amount of any said damages within 7 days of notice of charges, but all parties on the lease can also be terminated immediately for violating this agreement.

- **The effective reserve date, as reserved with the Management Office, is valid for the timeframe of 8am to 4am on the specific reserved date.** (Noise Ordinance strictly enforced by St. Anthony Police Department).
  - **BACK Doors to remain LOCKED at all times...** you are responsible for ALL GUESTS and their actions.
  - **No sleep-overs per City Fire Codes.** NO ALCOHOL / PARTIES in the POOL AREA
  - **Please respect all City Gables' rules and the safety of others, at all times.**
  - **If using the fireplace, you must remember to open and then close the fireplace flue.**
  - **All posted POOL Rules apply when reserving Clubhouse. ( READ the SIGNS )**
  - **NO SWIMMING after SUNDOWN - No Exceptions to this rule.**
  - **Children to be supervised at all times. BRING your cell phone to the pool in case of emergency.**
  - **Absolutely no GLASS allowed in Pool Area.** NO OPENING the WINDOWS on the POOL SIDE of the CLUBHOUSE
  - **Absolutely no alcoholic beverages allowed in Clubhouse, Pool or Common Areas.**
  - **Absolutely no smoking allowed in Clubhouse or Common Areas.** NO GRILLS, OPEN FLAMES, CHARCOAL on SITE
  - **All Cleaning Supplies are located in the Closet. Please remember to throw out trash.**
  - **Clubhouse must be cleaned & vacuumed before leaving.**
  - **When finished, please CLEAN and THROW your TRASH in your Buildings' dumpster... there is most likely someone else that has it reserved after you...**
- Residents to call 911 to report anyone violating any Noise Ordinances / NO Alcohol Rules - email [citygables@zpg.com](mailto:citygables@zpg.com).
- Thank you in advance for your cooperation and enjoy !! City Gables Apartments Staff

To be signed by all residents...

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Resident Signature

City Gables Resident Only  
Clubhouse Agreement  
2011





ZPG Companies, LLC

*Need in order to enter into directory*

## ENTRY DIRECTORY - How it works

Entry System will accept any 10 digit phone number. One Phone Number per apartment.

1. They search for you by name and enter your 3 digit # on the directory;
2. Your Caller ID shows the front entry number of 651-645-3625; Answer Phone
3. YOU "BUZZ" them in by pushing **[.6]** on your phone to release the doors.

If you DO NOT KNOW who is calling then Hang Up.

DO NOT ALLOW ANYONE IN THAT YOU DO NOT KNOW.

MEET A "DELIVERY" or a UNKNOWN CALLER at the FRONT DOOR.

ALWAYS KEEP DOORS LOCKED and NEVER PROP OPEN A DOOR.

By looking out for each other, as a community, we keep our property more secure !!

ZPG Companies, LLC  
651-645-4222 (office)

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CUT AND DROP IN RENT DROP BOX

### Directory Change Request Form

1. Building - Apartment Number : 1609 - 209
2. Resident Name - whose number will be programmed – 1 per apt  
Ravindhar Konatam
3. NEW NUMBER to Program : 612 - 406 - 6767
4. Tear along the dotted line.
5. DROP in the Rent Drop Box -or- email to rent@zpg.com.
6. Numbers are programmed twice a month.

Mode - IN

For Move In Start Service

SERVICE REQUEST FORM

CO | NM | TX | MN | MI | WI | ND | SD

RPMT

Fax

1-888-698-1890

FOR MOVE IN



# RESIDENTIAL SERVICE

## APPLICATION FOR NEW OCCUPANTS

Welcome to Xcel Energy. We look forward to serving your energy needs. Please fill out the application below and return it to us immediately for the processing of your information. If applicable, any service fees and/or deposits will invoice on your first statement.

In order to protect your identity and be compliant with Federal Trade Commission Rules, we will be asking you for your Social Security number, driver's license number or in state-issued ID. This information is used by Xcel Energy generally for identification purposes, such as to verify your identity when setting up an account or to verify your identity when later discussing information with you related to your account.

Date to start billing at your new address 4 / 20 / 2019

Owner/Property Manager Name CITY GABLES - Jody S. Phone ( 651 ) 645-4222

### Customer Information

First Name Ravindhar MI MI Last Name Konatam

Social Security Number            -            -            or Driver's License or State ID Number Y645241312415

#### Phone

Home E-mail Address ravindhar.rddy@outlook.com Home (            )           

Name of Employer            Work (            )           

Cell ( 612 ) 406-6767

### Additional Customer Information

First Name            MI            Last Name           

Social Security Number            -            -            or Driver's License or State ID Number           

#### Phone

Home E-mail Address            Home (            )           

Name of Employer            Work (            )           

Cell (            )           

### Service Information

Previous Address           

Do we need to end billing at previous address? ☐ yes ☐ no If yes, what date is this effective?           

New Service Address 1609 Pleasant Street Apt # 209

City Lauderdale State MI ZIP Code 55108

Mailing address if different N/A

### Regarding Deposits

For setting up Xcel Account at Move in

In Colorado, Texas and New Mexico our customers may be required to pay a deposit. We will hold the deposit until you have made twelve months consecutive on time payments or if the account is closed. You have the option for us to run a credit check to see if the deposit can be waived. If you would like us to run a credit check you must initial here, sign below and provide your Social Security number in the space provided above. Initial           

Tenant Signature            Date           

Owner/Property Manager Signature Jody Stoffen Date           



citygables@zpg.com | www.zpg.com

**Please note:** If Xcel Energy is backdating the request to start service, the tenant must sign and date this form or the request can not be processed. We will also require the tenant signature if they are requesting we run a credit check.

Xcel Energy 24-hour Residential Service: **1-800-895-4999** | Residential Service Fax: **1-800-895-2895**

# RESIDENTIAL SERVICE

Move-out

For Move Out Stop Service



For MOVE OUT

## REQUEST FOR DISCONTINUATION OF RESIDENTIAL SERVICE

Form will only be accepted if filled out completely and signed by both parties

### Service Address

Street Address: 1609 Pleasant Street Unit# 209  
City: LAUDERDALE State: MN

### Date

Date Billing Responsibility Ends\* \_\_\_\_/\_\_\_\_/\_\_\_\_

\* The date provided represents a mutually agreed to date and will be used in the event of any disputes.

### Tenant Information

Primary Name on Account: \_\_\_\_\_

Contact Telephone Number: (\_\_\_\_) \_\_\_\_\_ ☐ Cell ☐ Home ☐ Work

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

NOTE TO TENANT: When this form is used it is not necessary to call Xcel Energy to end service.

### Owner

Owner/Property Manager Name: City Gables / Jody Steffen JGM

Telephone Number: (651) 645-4222 Date: \_\_\_\_\_

### Signatures

Signatures of both parties are required For stopping service at Move out

citygables@zpg.com | www.zpg.com

Tenant's Signature: X

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

(Must be signed customer named on account)

Owner/Property Manager Signature: Jody Steffen

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

Fax Completed Form to 800-895-2895

RPMT Fax: 1-888-698-1890





MUST return within 24 hours of move in

Condition Inspection Report

Entry Directory Phone #: \_\_\_\_\_  
(( One # – pick person most available for Entry Directory – updates done 2x's a month ))

Building / Apartment #	1609 / 209	RESIDENT(S)	Ravindhar Konatam
MOVE- IN DATE: 4/20/2019		MOVE-OUT DATE	
**** any violation or BREACH of LEASE can incur a Violation Fee, and depending on severity of the violation, can be cause for immediately eviction – at Managements discretion ***			

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains or damages, unless otherwise noted below in the "Move In Condition" box. If indicated above, the condition of the premises has been fully documented, dated & verified. ZPG Companies, LLC

AREA OR ITEM	CONDITION AT MOVE-IN	CONDITION AFTER MOVE- OUT	CHARGES
	√ = O.K.	√ = O.K.	
LIVING ROOM, DINING & HALLS			
Walls/Ceiling.....			
Floor/Carpet.....			
Closets/Doors/Locks.....			
Lights/Mirrors.....			
Window Treatments.....			
Windows/Screens.....			
Fireplace(s).....			
KITCHEN			
Walls/Ceiling/Floor.....			
Countertops/Tile.....			
Cabinets/Closets.....			
Oven/Stove.....			
Hood/Fan/Lights.....			
Refrigerator.....			
Dishwasher.....			
Sink/Faucet/Disposal.....			
Windows/doors/screens.....			
BEDROOMS (Specify BR - Master/Guest )			
Walls/Ceiling.....			
Floor/Carpet.....			
Lights/Mirrors.....			
Window Treatments.....			
Windows/Screens.....			
Closets/Doors/Shelves.....			
BATHROOMS (Specify Maser / Guest )			
Walls/Ceiling.....			
Flooring.....			
Cabinets / Mirrors.....			
Sink(s).....			
Tub/Shower.....			
Lights/Vent/Fan.....			
Toilet(s).....			
Windows/Doors.....			
Towel Bars/Accessories.....			
HEATING/AIR CONDITIONING.....			
BALCONY/DECK/PATIO.....			
GARAGE SPACE #.....			
STORAGE LOCKER.....			
GARAGE OPENER.....			
NUMBER OF KEYS (SETS).....			
POOL GATE KEY.....			
LAUNDRY CARD.....			
PARKING PERMIT #'s .... / .....			
OTHER.....			

MOVE –IN COMMENTS			
Resident has inspected the above premises prior to occupancy and accepts it with the conditions and/or exceptions noted above. Resident acknowledges this report as part of the lease with the Owner for the above premises. Resident agrees to return the premises in like condition upon termination of tenancy, normal wear and tear excepted.			
Resident	Date	Resident	Date
Resident	Date	Resident	Date

MOVE –OUT COMMENTS			
Resident	Date	Resident	Date

CLEANING & Other Charges	SECURITY DEPOSIT SETTLEMENT	FORWARDING ADDRESS & PHONE #
DOORS \$ _____	PET DEPOSIT..... \$ _____	NAME _____
WINDOWS \$ _____	SECURITY DEPOSIT ..... \$ _____	FORWARDING ADDRESS _____
CARPET \$ _____	SECURITY DEPOSIT INT.....\$ _____	CITY / STATE / ZIP _____
APPLIANCES \$ _____	OTHER CREDITS..... \$ _____	X _____
GROUPS \$ _____	AUM CHARGES ..... - \$ _____	RESIDENT SIGNATURE _____
GENERAL \$ _____	UTILITY CHARGES..... - \$ _____	DATE _____ PHONE # _____
DEBRIS \$ _____	CLEANING/DAMAGES..... - \$ _____	
PAINTING \$ _____	OTHER CHARGES..... - \$ _____	
REPAIRS \$ _____		
LATE FEES \$ _____	BALANCE DUE FROM RESIDENT \$ _____	
UNPAID RENT \$ _____	-OR- BALANCE DUE TO RESIDENT \$ _____	
TOTAL \$ _____		

# MAINTENANCE REQUESTS & MAINTENANCE EMERGENCIES

With offices being closed after hours and over the weekends, special occasions, meetings and holiday's... We want you to know that we are always available whenever there is an emergency – see list below .

763-317-7398 ( FOR EMERGENCIES ONLY )

If your call is not urgent, please, go to [www.zpg.com](http://www.zpg.com) and enter a general Maintenance Request online. This is our preferred method, as it immediately goes to our email, your file and the maintenance department. We are not always available to take your call directly.



## In case of an after-hours “MAINTENANCE EMERGENCY”

# CITY GABLES 763-317-7398

*(Side Note: In case of an after hours Maintenance Emergency you can also get the number by calling the office number 651-645-4222 and listening to the entire Voice Mail message.)*



### What constitutes an Emergency Maintenance call for help?

1. Fire (**CALL 911 FIRST**)
2. Flood
  - damaging water leak
3. Electrical Outage - no lights (( if 1/2 outlet works, check light switch OR if out in kitchen or bathroom, reset the GFI outlet ))
4. No Heat (Sept 15 – April 15)
5. No Water
6. No A/C in Hot Weather (if you have a Medical Condition).
7. Sink is clogged (if all sinks are clogged or if a first floor sink is backing up)
8. Toilet plugged (if one bathroom); if overflowing, turn off supply
9. Controlled entry issues
  - Secured entry system impaired, apartment lock or door broken, etc.
10. If locked out of your Apartment
  - \$110 charge - funds given to On-Call staff that responds
11. Gas leaks – (( No gas producing appliances in your apt ))
12. Garage doors not opening or closing



**ZPG Companies, LLC**

ANY CHANGES -- email [citygables@zpg.com](mailto:citygables@zpg.com)

ZPG needs all files to be accurate and up to date at all times. By having all of your information up-to-date & accurate, it allows us to serve you in the best way possible, especially in an emergency.

Please fill out all pertinent information and return it with your application / and as information changes.

**Please complete & return. We need the following information for your file (circled):**

**• Proof of Renter's Insurance (Required / Please refer to page 2 of your lease):**

Submit a copy of your up-to-date & active renters' insurance policy or have your insurance agent email it to [rent@zpg.com](mailto:rent@zpg.com). A copy of your policy is to be provided every year at it's renewal. (( Side Note: If you let your agent know this up front, most of insurance companies will automatically send ZPG a copy at the same time they send you your updated binder ))).

**• All Phone Numbers for each Resident (Home, Work, Cell) :**

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**• Email Addresses (all residents please) :**

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**• Vehicle Information Needed :**

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**• Pet Information Needed :**

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**• Additional Information Needed ( ) :**

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