

Courtesy Officer Rent Concession Agreement

To: _____
Regional Property Manager's Printed Name

From: _____
On-Site Manager's Printed Name

RE: _____
Officer's Printed Name

I, the above referenced On-Site Manager have completed a courtesy officer's duties list, move-in inspection, utility authorization, utility verification, lease, house rules, all appropriate addendum, security deposit agreement and all other paperwork necessary for a move-in on the above referenced Courtesy Officer.

This Officer will be moving into: _____
Property Name

Move-In Date: _____
Apartment Number

Rent Concession
Beginning Date: _____
Street Address

City, State & Zip Code

This Officer's Monthly Rent Amount will be: _____

This Officer's Security Deposit will be: _____

I, the above referenced Courtesy Officer, do agree and understand that I am required to comply with all terms of the lease and house rules. I agree and understand that I am subject to the same legal action for violations as any other resident. I agree and understand that I am to pay my rent on time. I agree and understand that I am subject to the same late rent procedures as any other resident. I agree and understand that this rent concession is only valid while I am performing Courtesy Officer Duties for the above referenced property. I agree and understand that the day I terminate or I am terminated from these Duties, my rent concession ends on that day. I am responsible to vacate the apartment immediately or to meet with on-site management to determine if I am eligible to reside at the above referenced property. I am responsible for any pro-rated rent that may be due.

Officer's Signature & Date

On-Site Manager's Signature & Date

Regional Property Manager's Signature & Date

cc: File / Officer / Manager / Central Office