



# LEASE ADDENDUM

Castle Property LLC

919 North Main Street; Harrisonburg, VA 22802 (540) 564 - 2659  
e-mail: office@castleproperty.com web site: http://www.castleproperty.com



## INDIVIDUAL UTILITY ADDENDUM

The terms of this addendum are additional terms to the lease listed below and take precedence over the original terms.

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

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

Property Location: \_\_\_\_\_

Bedroom #: \_\_\_\_\_

The Tenants have chosen to have Castle Property LLC process the billing of the utilities. This is a change from page two of the lease. The responsibility for the billing of the utilities changes from Group Utilities to Individual Utilities upon receipt of all signed addendums for the group. This also limits the Tenant's responsibility from an undivided portion of the total utility bills to one share of the utilities.

Castle Property LLC will connect the listed utilities in our name and will meet the utility companies at the property to allow access for the connections. Castle Property LLC will pay any needed deposits and pay the monthly utility bills on time. Castle Property will send by e-mail a monthly utility invoice listing the service dates and utility amounts for each item. The actual bills will be retained at our office for the entire term of the lease. Bills may be viewed free of charge at our office or can be copied at our normal clerical labor rate plus supply and mailing costs.

Tenant and Co-signers agree to pay to Castle Property LLC one share (as defined below) of the utilities listed on page two of the lease plus a monthly utility processing fee of \$4.00 per person. The monthly utility invoice is sent by the 20<sup>th</sup> of each month by e-mail to the Tenants and Co-signers. The monthly utility invoice amount is treated as additional rent for the purposes of late fees and is due on the 1<sup>st</sup> of the following month. Utilities are billed from \_\_\_\_\_ and \_\_\_\_\_ without regard to physical occupancy of any individual Tenant.

**One Share = the total of the monthly utility bills divided by the Number-of-Tenants.**

**Current Number-of-Tenants:** \_\_\_\_\_

### How the Number-of-Tenants can change:

If a Tenant subleases his/her room or vacates the property:

The number of Tenants does not change for the property; the Original Tenant and Co-signer are still responsible for full payment of their share of the utility bills through the entire lease without regard to occupancy.

If a Tenant is evicted by Castle Property LLC for violating the terms of the lease:

The number of Tenants for the property is reduced by one for each Tenant evicted from the property. The remaining Tenants and Co-signer are responsible for full payment of their share of the utility bills, which may be higher due to fewer Tenants paying a share.

If a Tenant exercises the Early Lease Termination option in the lease (Section 11):

The number of Tenants for the property is reduced by one for each Tenant choosing an Early Lease Termination. The remaining Tenants and Co-signer are responsible for full payment of their share of the utility bills, which may be higher due to fewer Tenants paying a share.

If the remaining Tenants all agree to allow a Tenant in the group to stop paying utilities:

The number of Tenants for the property is reduced by one. The remaining Tenants and Co-signer are responsible for full payment of their share of the utility bills, which may be higher due to fewer Tenants paying a share.

Tenant: \_\_\_\_\_

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

Co-Signer: \_\_\_\_\_

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

Landlord (Castle Property LLC): \_\_\_\_\_

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