

Instructions

- The Short Form Rental Agreement is on the second page. Do not submit these instructions with the rental agreement.
- It is best to fill out the form by typing in the blank fields before printing. Hand written forms that are not clear and legible will be rejected. This form can be saved to a computer for use again later.
- All blanks must be filled in. Forms with blank fields will be rejected.
- Tenants and Housing providers must provide a valid mailing address, even if receiving direct deposit. Sometimes Summit must mail something.
- Rent begins from the date of occupancy. **Select the date occupancy began or will begin at the bottom.** Do not select the date the form is signed. Forms submitted with the date not correctly selected will be rejected.
- The "daily rent" field calculates automatically when the Monthly Rent is typed in unless the form is filled out by hand.

Rental Agreement

(Summit Payee Services, Inc. short form)

MUST BE LEDGIBLE WHEN HAND WRITTEN

This agreement is tendered by and between the parties named herein: tenant and landlord/housing provider. This agreement embraces only those covenants and conditions specifically named herein. No inference shall be made about or because a covenant or condition is not included herein. This agreement only stipulates the amount of rent, the tenant name and address, to whom the rent is paid, the payment address; and, this agreement shall be concurrent with any other preexisting agreement. This agreement shall be the prevailing document until superseded by a new executed contract or agreement by and between the parties named herein and shall become binding 30-days after being received in Summit's corporate office by fax or mail.

Summit Payee Services, Inc., 1361 N E St, San Bernardino, CA voice: 909-884-5299 fax: 909-885-2859

This agreement is by and between:

• Owner/Manager: _____

and

• Tenant: _____

• Tenant contact phone: _____

This agreement is for month to month rent of the premises described as:

• _____
Street address

• _____
City - state - zip

DP/CD

The monthly rent for the premises described above is: _____

• Are meals included? yes no

• Are utilities included? yes no

Summit Use Only	
<input type="checkbox"/>	Rent
<input type="checkbox"/>	PCDB Client
<input type="checkbox"/>	PCDB Landlord
<input type="checkbox"/>	Misc Db
<input type="checkbox"/>	Ledger
<input type="checkbox"/>	SSA Submitted

The prorated daily rent for the premises described above is: _____

Rent is payable, in advance, without notice or demand; and, rent checks shall be mailed on or before the third day of the month in which said rent is due. If authorization from Summit is not received in advance, beds shall not be 'held' when tenant is hospitalized or incarcerated. Rent paid for beds held without authorization shall be refunded in full. Summit does not pay late fees. Payment made for basic housing and for room & board is rent, not a contribution. Resident occupants are tenants, not guests. Summit does not pay deposits for rooms only or for room and board. Tenants evicted or discharged or moved for medical reasons before the end of a rental period shall receive a full refund of rent for the balance of the rental period. Refunds shall be paid to Summit, not to tenants and not to subsequent housing providers. Tenants are guaranteed habitable premises and quiet use and enjoyment thereof. Housing providers are subject to California Civil Code, Division 3, Part 4, Title 5, Chapter 2, § 1940-1954.1 and all references, which by this reference is incorporated herein as if set forth in full.

For direct deposit, please have your bank fax a Direct Deposit Authorization to Summit's office or submit an authorization with this form. Neither Summit nor tenants will be responsible for slow or delayed mail in lieu of Direct Deposit.

Rent shall be paid by: Direct Deposit (authorization must be on file) Check made payable to:

• Name: _____

• Address: _____

• C S Z: _____
City - state - zip

DP/CD

• Phone: _____

• Facility License Number: _____ (state licensed facilities only)

Because of clients' limited resources and income, Summit will not pay for two different domiciles for the same time period. Summit will not pay rent for time periods that Summit was not the payee of record unless back payments or under payments are received by Summit and Summit has received timely notification of back rent due and owing. Back rent must be collected from the previous payee or directly from the client; or, s/he should be encouraged to finish the month where the rent has already been paid to another housing provider.

Entered into this day of , 2018

Tenant: _____
Signature

Owner/Manager: _____
Signature