



Tenant's Handbook

CRM Properties Inc.

2626 S Webster

Kokomo, In. 46902

Phone: (765) 459-8034

Fax: (765) 868-1074

www.crmproperties.net

Please keep this document in a safe place and reference as needed.

Welcome to your new home! We are excited to have you as a tenant! Our goal is to provide top notch customer service and we strive to make your experience with CRM Properties positive. This tenant handbook is an important reference tool. It also provides important information about your new home and answers frequently asked questions. Please reference this before calling our office with questions. The Tenant Handbook is part of your lease agreement and is legally binding by both parties. For the most up to date version of this handbook please visit our website at www.crmproperties.net.

Office Hours: Monday-Friday

9:00 a.m.-5:00 p.m.

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IMPORTANT PHONE NUMBERS:

IN CASE OF EMERGENCY - Dial 911

Kokomo Police Department	765-456-7100
Kokomo Fire Department	765-457-2636
Emergency Maintenance	765 459-8034

An emergency is a fire, flood, or any dangerous or hazardous situation.

Duke Energy	800-521-2232
NIPSCO(Gas)	800-464-7726
Cable Company(Comcast)	800-266-2278
Telephone (AT&T)	800-288-2020
Water	800-492-8373
Humane Society	765-452-6224

MOVE IN

You have leased a home...we would like you to think of it as your own and care for it as such. You are in possession of the home and yard. Your obligation to care for it is similar to that of the owner.

MOVE-IN EVALUATION REPORT: Prior to turning the unit over to you, CRM Properties performed a move-in evaluation. This move-in evaluation is available to you through your tenant portal. In order to receive your damage deposit back, the property must be returned in the same condition as at move-in. You may reference the move-in evaluation for details on condition at move in. The Tenant agrees to accept the property in "as-is" condition and understands no further improvements will be made without owner approval.

When you first move in, it is important to locate items like the panel box, furnace, water heater and water shut off.

GENERAL RULES and INFORMATION

INSURANCE: It is strongly encouraged that you obtain a renter's insurance policy. Tenant understands that their landlord's property insurance does not cover Tenants personal property or protect Tenant from loss or liability

PAYING RENT: Rent is typically due on the 1st of each month. A 3 day grace period is usually granted. Rent must be post-marked by the 4th of the month to avoid any late fees from being charged. Paying rent should be considered your most important expense. Failure to pay rent will result in an eviction. An eviction will be on your record permanently. Once an eviction is filed you may stop the process by paying all owed rents, late fees and eviction filing fee. Tenants with evictions on their record will find renting more difficult in the future. Make checks payable to CRM Properties Inc. Please keep in mind that if your payment is lost in the mail, it is your responsibility to replace the payment. Late fees will be incurred until CRM Properties receives payment in full.

Rent may be paid by money order, personal check, cashier's check or online. ***Cash is not accepted!*** Please put your name and rental address on your check/money order *every time* to ensure that you are properly credited with the payment. Be sure checks/money orders are completed with names of payer & payee.

Returned check-The amount of the NSF check plus any fees must be paid with a certified check or money order within 24 hours. If a returned check makes your rent late, late fees will also be due. If a personal check has been returned, CRM Properties has the right to insist all future payments be made by certified funds.

Remember that late charges are assessed beginning the 5th of each month. Late fees are nonnegotiable and are due in full with rent payment. Failure to pay late fees may result in an eviction being filed.

Rent delivered after business hours should be deposited in our rent drop box located to the left of the door. We will not be responsible for incomplete money orders left in the drop box.

Rent Assistance-If you are unable to pay your rent payment, you must communicate with our office. Applying for rental assistance DOES NOT waive your responsibility to pay and late fees will still be assessed. Assistance may be available through your township trustee or the Kokomo Housing Authority.

BREAKING YOUR LEASE: Your lease is a binding contract. We do not terminate leases early. If you default on your lease, you will be responsible for all costs incurred in securing a new Tenant, as well as any damages to the Landlord, monetary or otherwise, incurred as a result of the Tenant's default. If you find you must move before the end of your lease, we will market the property promptly, provided you have given the required 30-day written notice. You must pay a full month's rent for every month until the property is re-leased or your lease obligation ends, whichever comes first. All utilities must remain on and are the responsibility of the Tenant. The most common charges for breaking a lease are:

1. A release fee and/or breaking lease fee.
2. Rent until the new lease takes effect or the current lease expires.
3. Lawn maintenance (Tenant is responsible for lawn maintenance until the lease expires or new lease takes effect).
4. Utilities (keep them in your name until notified of a new Tenant)

UTILITIES: All utilities that are the responsibility of the Tenant, shall be placed in the Tenant's name on or before occupying the home. Landlord will order utility service to be taken out of the landlord's name within 3 days of signing the lease. Paying utilities is the responsibility of the Tenant unless otherwise noted in your lease. CRM Properties will not pay your utility bills, deposits or reconnect fees. You are responsible for paying your sanitation bill unless otherwise noted in your lease. Failure to pay the sanitation bill will result in a lien being placed on the property. If a past due letter is sent to the owner/CRM Properties by the city for an overdue sanitation bill, the Tenant will be charged \$40 per occurrence. You will be responsible for paying any delinquent sanitation bill immediately. Failure to do so may result in an eviction being filed. If disconnection of utility service occurs at the property which causes damage (i.e. no gas service causing frozen/busted pipes) all repair costs will be the responsibility of the Tenant.

UTILITIES INCLUDED IN RENT: If utilities are included in your rent this should be considered a privilege. The tenant is expected to use the utilities responsibly. If the tenant has excessive utility usage it could result in the lease not being renewed or a rent increase at the end of the lease.

NOISE: All residents and guests shall conduct themselves in such a manner as not to interfere with the enjoyment, comfort and safety of others. Unnecessary noise due to boisterous conduct, loud playing of televisions, stereos, radios or musical instruments, etc. that would disturb the quiet and peaceful enjoyment of others is prohibited. If needed, resident may call the police personally. Management has the right to bar individuals from the property.

PEST CONTROL: Please report any pest problems within 14 days of possession. If not reported in writing, it is agreed that the premises has no infestation of any kind. Any future infestation of any kind, less termites, is considered a Tenant responsibility. CRM Properties assumes no responsibility for the control of roaches, mice, rats, ants, spiders, fleas, bedbugs or other pests. Tenants will be charged for any damage caused by uncontrolled pests.

WALLS and CEILINGS: Walls are to be kept clean and unmarked. You may hang pictures on the walls as long as the walls are clean and unmarked upon moving out. Walls may not be painted by the Tenant without written consent from CRM Properties. All walls, doors, baseboard and trim must be washed and ceilings dusted and free of cobwebs before vacating the premises.

LOCKED YOURSELF OUT? We keep extra keys for each property. During regular business hours you may come by and borrow a key, which will need to be returned to our office within 24 hrs. If the key is not returned, the tenant will be charged a key fee of \$50.00. After business hours, keys are not available through the office and you will have to call a locksmith. To avoid getting locked out of your unit, consider the following:

- It's a good idea to leave a spare set of keys with a friend/neighbor. However, if you hide the keys and they are discovered, the locks should be changed and it will have to be at your cost. **YOU ARE NOT AUTHORIZED TO CHANGE THE LOCKS WITHOUT THE CONSENT OF CRM PROPERTIES.**
- Be sure to carry all of your door keys with you. When vendors are authorized to enter a property to make a repair, they are required to secure the premises when they leave. That includes setting the deadbolts or locks whether you set them or not.

LAWN CARE: Tenant is responsible for lawn care. The lawn must be cut regularly. If the lawn is above 8" CRM Properties reserves the right to cut the lawn, without notice to the Tenant, at a charge of \$75.00. If the city cuts the lawn the Tenant will be charged \$275.00 each time it is cut. Tenant is responsible for keeping the lawn free of leaves and tree limbs. If mulch is provided, Tenant is responsible for topping off mulch as needed. Debris and trash are not permitted on the lawn. Any personal property must be properly stored in garage, lawn shed or in an organized manner at the rear of the house.

GUESTS: A reasonable number of guests may occupy the premises without prior written consent if stay is limited to 72 hours. Only those persons listed on the rental application and lease have permission to occupy the premises. You are responsible for the behavior of any and all guests. All portions of this agreement also apply to your guests. CRM Properties reserves the right to exclude from the property guests or others who, in our judgment, have been violating the law, violating this lease contract, or disturbing other residents, neighbors, visitors, or owner representatives.

PARKING/VEHICLES: Vehicles must be parked in the garage, driveway or on the street. Vehicles are not allowed on the lawn. Any damage to the lawn from vehicles will be billed directly to the Tenant. All vehicles must be registered, licensed and operable at all times. No vehicle repair is allowed at anytime. No oil/fluid stains are permitted on the garage floor, driveway or walkways.

TRASH AND RECYCLE: You are provided with a grey trash and blue recycle tote. All garbage, trash and recycle materials must be placed in appropriate totes. If either tote is removed or becomes missing the Tenant will be responsible for contacting the Kokomo Street Department and purchasing a replacement tote. Neither CRM Properties nor the owner will purchase an additional tote. All containers are to be stored out of view of the front of the home except on pick up day.

PERIODIC PROPERTY EVALUATIONS: CRM Properties will do a periodic evaluation 45 days after moving in. After that we will do a property evaluation every six months or sooner if conditions warrant. We will schedule these evaluations with you and encourage you to be present for the evaluation.

EXTREME WEATHER: During times of unusual weather CRM Properties will do their best to make repairs and address Tenant and/or property issues as quickly as possible. Tenant acknowledges that due to extreme weather or state of emergencies CRM Properties may not be able to respond to all Tenant or property needs until these conditions pass or the state of emergency is lifted. These extreme weather conditions include but are not limited to snow, ice, flooding, tornados' and extreme temperatures.

THIRTY-DAY WRITTEN NOTICE: A thirty (30) day written notice must be given to CRM Properties if you will not renew your lease. A written notice must be given even if you will fulfill the terms of your lease and will move out at the end of the terms. Thirty notices must end at the end of a month. For example, if you give a 30 day notice on June 20th your last day of occupancy would be July 31st.

PETS: Tenants are not allowed to house pets on the premises or the accompanying grounds of the property without written permission from CRM Properties, Inc. Additionally tenants shall not allow any visitor or guest to bring pets on the premises or accompanying grounds. If an unauthorized pet is found on the premises Tenant will

be required to immediately deliver a pet deposit and monthly pet rent. In addition, housing an unauthorized pet is grounds for eviction.

NON SMOKING: At CRM Properties all of our properties are nonsmoking properties. You are welcome to smoke outside. You will be responsible for damage to the premises that results from smoking. Tenant is responsible for keeping the yard free of cigarette butts.

CRIMINAL CONVICTION: You agree to notify CRM Properties, Inc. if you are convicted of a felony or misdemeanor involving a controlled substance, violence to another person or destruction of property. You also agree to notify CRM Properties, Inc. if you register as a sex offender in any state. Informing us of criminal convictions or sex offender registry does not waive our right to evict you.

UNFINISHED BASEMENTS: Unfinished basements may become wet or have minor standing water from time to time. Tenant is responsible for any item stored in an unfinished basement. CRM Properties nor the Landlord will replace or pay for any damage to any personal property item stored in an unfinished basement or any other part of the premises.

FROZEN WATER LINES: Occasionally when the air temperature is very cold, water lines may freeze. Frozen water lines are not an emergency and will be addressed on the next business day. If the air temperature does not increase enough to prevent pipes from refreezing we will address the frozen pipes on the next day the air temperature will be consistently high enough to not refreeze. To help prevent water lines from freezing you can do the following:

1. Keep heat at 55 degrees F. or higher even when you're out of town.
2. Open kitchen and bathroom cabinet doors.
3. During a cold spell, turn on both hot and cold faucets near outside walls to allow a small trickle of water to run during the night.
4. Disconnect all outdoor hoses and turn off water to exterior faucets.

MISCELLANEOUS:

1. Any and all forms of harassment made to maintenance or any member of the management staff is strictly prohibited and may result in eviction pursuant to section 4 of the lease. Aggressive behavior either displayed or implied will result in immediate eviction from the premises.
2. You and your guest may not engage in the following activities:
 - a. Behaving in a loud or obnoxious manner, disturbing or threatening the rights, health, safety or convenience of others (including our employees) in or near the property.
 - b. Disrupting our business operations (yelling or threatening staff in the office).
 - c. Manufacturing, delivering and processing with intent to deliver, or otherwise possessing controlled substance or drug paraphernalia.

MAINTENANCE

Unless otherwise stated in your lease, the Tenant is responsible for:

- Maintaining the unit in a safe and clean manner
- Replacing light bulbs
- Normal yard work (mowing, raking leaves, snow removal)
- Changing furnace filters monthly
- Trash removal-to the curb
- Telephone connections
- Cable connections
- Cleaning gutters
- Replacing smoke alarm and thermostat batteries

Report any maintenance issues to CRM Properties as soon as you notice them. Please be aware that failure to report maintenance issues such as water leaks (which may cause additional damage) will result in the repair charges becoming your responsibility. CRM Properties is not responsible for loss of services from the utility company.

If a maintenance issue should arise, you may complete a maintenance request by logging into your Tenant portal at www.crmproperties.net or call the office and leave a detailed message on the maintenance line. When requesting maintenance, be sure to provide the following:

- Be specific about the problem and include a good contact phone number to reach you.
- Permission to enter your home. Please submit a time when you will be available to let a vendor or repair person into the property. If you select the "Anytime" option, the management office will enter your unit in your absence.
- Tenants are responsible for securing any pets that the vendor may encounter on their visit to the property.

What is emergency maintenance? Broken water lines causing flooding, sewer back ups and fires are considered emergency maintenance.

HVAC: All HVAC filters must be changed monthly. Tenant is responsible for changing the filter unless otherwise noted in your lease. Keeping the filter clean is critical to the efficiency of the HVAC system. This includes keeping the return vents clear of obstruction, such as furniture and clothing. A dirty filter causes Tenants higher utility bills, reduces indoor air quality and damages the HVAC system. If we perform maintenance on the HVAC system that is the result of filters not being changed on a regular basis, Tenant will be billed for the entire repair. Also, if we find a dirty filter(or worse, no filter installed) during a property visit, we will replace the filter at the Tenants expense. From that point forward, Tenant will be charged for a monthly service call to change filters.

An HVAC system failure does not constitute an emergency Sunday through Thursday. If the HVAC system fails on Friday or Saturday AND the temperature is below 30 degrees will dispatch maintenance on the following day. It may not be possible to have the unit serviced on the weekend or holiday and may not be able to be repaired until the next business day.

WATER HEATERS: If you have an electric water heater that is not functioning, you may want to first check to see if the reset button or the breaker may have tripped before making a maintenance request. If maintenance is dispatched and finds the reset button or breaker has tripped Tenant will be billed a trip charge.

SMOKE ALARMS: Please check the battery regularly and replace the battery as soon as it begins to lose charge. Disabling a smoke alarm is a violation of your lease. Do not disable the smoke alarm at any time.

LIGHT BULBS: All burned out light bulbs are to be replaced by the Tenant. Upon move out, all lights must be equipped with the proper number and type of bulb.

CARE & USE INFORMATION

The following information has been gathered in response to requests from residents looking for guidelines at move-in and move-out times. If you have questions about the use and care for items not on this list, please call CRM PROPERTIES at 765-459-8034.

PLEASE REPORT UNSAFE OR HAZARDOUS SITUATIONS IMMEDIATELY.

FURNACE AND WALL HEATER MAINTENANCE: All Tenants are responsible for cleaning or replacing the furnace filter at least four times a year, preferably at the beginning of each season. It may be necessary to change them monthly. Problems caused by failure to clean/replace the filter may be the Tenant's responsibility. To care for your furnace and wall heaters please do the following:

- Dust can accumulate at furnace vents as well as at fan vents. A small broom brushed across the vent openings will clear away any dust and help the furnace or fan operate efficiently.
- If your heat is not functioning first check that your gas is on. Second check that a circuit breaker is not tripped. Third check that your furnace filter is clean and that batteries are in thermostat.

GAS WALL HEATERS: If your home has a gas wall heater, it is prudent to turn off the gas at the unit when the heater is not needed. On any gas appliance, new or older, if the pilot light goes out you may detect a gas odor, which should dissipate in a few minutes after airing out the room. If the odor persists, call the utility company immediately.

POWER, FURNACE & HOT WATER HEATER OUTAGES: If the power goes out in your unit or house, first check to see if the whole area is without power. If it is out in the area, chances are the utility company already knows about it. You can, however, try calling them to report the problem.

If the power is only out in your house/unit, check the circuit breaker box. One or more circuits may be tripped and you may see the switches in the off position. If no switch is **off**, turn each switch **off** then **on** to reset the circuits. If this doesn't solve the problem, call the utility company.

DRAINS: Please avoid letting food, hair, and excess soap get down the drains.

Clogged drains caused by hair, diaper wipes, feminine products, grease, soap, etc. are the tenant's responsibility. If we send out maintenance to unclog the drain and discover that the clog is due to tenant neglect, the tenant will be billed for the service call. Some dishwashers will clog from food left on the dishes when put in the machine. An excellent drain cleaning/clearing solution recipe is:

- 1 cup salt
- 1 cup baking soda
- 1 cup vinegar
- Followed by 8 cups boiling water.

We recommend performing this treatment monthly to avoid build-up. Hardware stores carry "hair catchers" to place in sink and tub drains that significantly help keep drains free of hair.

GARBAGE DISPOSALS: Be sure to always run water while the disposal is operating to avoid damage to the unit. Let the water run long enough to grind all the material in the disposal. Then let the water run for 10-15 seconds after turning off the disposal. Learn to recognize the sound the machine makes when completely free of garbage.

Disposals are designed to grind up organic items only. Exceptions include: banana peels, artichoke leaves, celery stalks, flower stems, coffee grounds, bones, or any item that is particularly tough. Never put paper, plastic, glass, aluminum foil or grease in the disposal.

Always be sure to check the power switch (usually under the sink), try the reset button (may be located on the side or bottom of the machine), and remove all contents before calling for maintenance. Problems with the garbage disposal are the tenant's responsibility.

REFRIGERATOR COILS / DRIP PANS: Keep coils on refrigerators (especially sub-zeros) free of dust. Coils need free air flowing around them to operate efficiently. Failure to keep coils clean may cause the appliance motor to burn out. The replacement of a burned out motor due to dirty coils may be the tenant's responsibility. Some refrigerators have drip pans under them. If not kept clean, the pans can start to develop a strong odor. Please take the time to get acquainted with the appliances in your unit.

FIREPLACES: Please burn only hardwoods in the fireplaces and woodstoves to minimize to buildup of creosote, etc. in the chimney. Creosote build-up is a fire hazard. Be sure a fireplace screen is in place when a fire is burning to prevent hot ashes from burning the floor or floor coverings.

OVEN RACKS AND PANS: The easiest way to clean oven racks and pans is to put them in a heavy duty garbage bag (do this outdoors), add 2 cups of ammonia and seal the bag. Let it sit for a couple of hours, then carefully open the bag (without inhaling the strong odor). Remove racks & pans and the grease will wipe off with very little effort.

PLUMBING FIXTURES: Never use abrasives on brass or gold fixtures. It is best to wipe fixtures clean after each use. If brass needs to be polished, please use a product specifically designed for use on brass. Many homes and apartments have low-flow toilets. We strongly recommend that you keep a plunger nearby. Low-flow toilets tend to clog or back up if too much paper, etc. is flushed. Tenants must be prepared to plunge the toilet to clear clogs and avoid damage from over-flows.

WATER DAMAGE: Tenants must take care to avoid water damage caused by allowing water to sit on counters and floors. Care must be taken to ensure that shower curtains are inside the tub, and that shower doors are completely closed when taking a shower. Water on tile floors can seep through the grout and cause dry rot on the floorboards below. Water can also seep around the edges of linoleum and damage the flooring below. We recommend putting a mat, towel or rug on the floor to step on when exiting the tub or shower. Water can easily be splashed into the space behind the faucet in the kitchen or bath and damage the counter surface. Please be sure to keep these areas dry to prevent damage.

SLIDING GLASS DOORS, SCREEN DOORS AND SHOWER TRACKS: It is imperative that dirt and debris regularly be cleaned out of sliding door tracks. Rolling over dirt, leaves and pine needles that frequently accumulate in the tracks can damage the wheels on sliding doors, especially the heavy glass sliders. Please make it part of your cleaning routine to clear the tracks. Please do not use oil or WD40 to lubricate slider doors or screens. They only attract dirt and gum up the wheel mechanisms. In order to retard the growth of mold in the tracks and at the bottom of shower doors, keep the tracks clean. Use an old toothbrush and do a regular monthly cleaning, it's much easier than doing one major cleaning at move-out time!

MOLD: Bleach is the best product for removing mold that forms around the edges of showers, tubs, on tile walls, around metal windows, and anywhere there is moisture. The easiest way to remove mold is to cut paper towels in half and fold them into one-inch strips. Dip each strip into the bleach bottle and hold your finger against it as you

draw it out. Lay the bleach-soaked strips directly on the mold and leave them there for several hours. It works like magic. Remember to use rubber gloves, and air out affected rooms.

HOUSE PLANTS: Be sure drip pans are kept under all plants. Water run-off will stain or damage most surfaces.

KITCHEN COUNTERS: To avoid costly damage from nicks and cuts in counter tops, please use a cutting board at all times. Tenants will be responsible for any damages to kitchen counters during move out.

CERAMIC TILE - MOLDED TUB AND SHOWER WALLS: To clean ceramic tiles and molded fixtures follow these instructions:

- Dilute 1 part white vinegar in 5 parts water
- Never use scrubbing cleansers like Comet or AJAX on molded fixtures, as these products will permanently scratch the surfaces
- Use a soft sponge and apply the solution to the molded areas

MINI BLINDS: When cleaning mini blinds, don't soak them - the finish may bubble and peel. Spray them with a mild soap & water solution and wipe them. You can buy a spray cleaner which is inexpensive and easy to use, making cleaning a breeze. Weekly dusting or wiping can save a lot of work later.

SMOKE DETECTORS: Tenants are responsible for keeping fresh batteries in smoke detectors. We recommend changing batteries twice a year.

WOOD DECKS / PORCHES: If you have planters or pots, please put raised trays under them so that they are off the deck a few inches. This will allow air to flow beneath the pot, and to prevent water run-off from rotting the deck.

HARDWOOD FLOORS: Never use a mop or oil for cleaning hardwood floors. Use a soft cloth to avoid scratching the surface. It is best to sweep and dust regularly to avoid build up of dirt. We recommend cleaning your hardwood floors in your home with a small amount of vinegar in water. Periodically clean floors with Murphy's oil following the directions on the label. We encourage the use of throw rugs in front of the sink and the stove to protect these areas from water and grease.

MARBLE AND GRANITE: Marble is a porous material. Be careful that water run-off from plants is not left standing on the surface since it will permanently stain the marble. Never use any acidic or abrasive cleaning products including vinegar. It is best to use warm water and a sponge with a small amount of dishwashing liquid such as Dawn or Joy.

CARPET CARE: Routine carpet care requires a thorough vacuuming at least once per week to remove soil and dirt from the carpet and to keep the pile in erect. Heavy traffic areas may require more regular vacuuming. Before moving in, the carpets were professionally cleaned and you must have them professionally cleaned upon moving out.

MOVE OUT

MOVE OUT PROCEDURES

Upon moving out at the end of your lease, it shall be the Tenants responsibility to:

1. Clean the interior and exterior of the house including all appliances and floors.
2. Remove all debris and personal property from the property and dispose of properly.
3. Close and lock all doors and windows.
4. All carpet must be cleaned.
5. Cut the lawn, weed flower beds and top off mulch.
6. Return all keys to CRM Properties.
7. The utilities must be left on for three days after vacating the premises.

PREPARING FOR YOUR MOVE-OUT INSPECTIONS: To receive your full security deposit, you must restore your unit to the condition it was in when you moved in and the following must be done:

- 30 day written notice given.
- Rent must be paid in full.
- Keys and garage door remote controls must be returned.
- Forwarding address given.
- Empty your unit of all personal belongings.
- Unit must be cleaned using the checklist as a guide.
- Utilities for which you are responsible must be paid in full for usage through the last day of your lease.

RETURNING OF THE SECURITY DEPOSIT: The damage deposit may not be used for any rent due! The security deposit will be refunded within 45 days of your move out and return of the keys and garage door openers. If applicable, return of the security deposit is subject to the following provisions:

1. Tenant has provided a written thirty (30) days written notice to vacate. The full term of the agreement has expired and the Tenant has complied with all other provisions.
2. All charges including rents and fees, maintenance or repair costs that are a Tenant obligation, utilities that are a Tenant obligation and any other fees or charges that may be required to be paid by Tenant have been paid in full.
3. No damage to the premises or its contents beyond normal wear and tear is evident. All walls are clean and unmarked.
4. The entire dwelling, including but not limited to the carpets, bathroom and fixtures, floors, windows inside and out, window blinds, ceiling fans and light fixtures, all appliances, closets and cabinets are thoroughly clean and free of insects.
5. All debris, trash and personal property has been removed from the premises and disposed of properly.
6. The HVAC system has been left clean and in satisfactory condition and the filter has been changed.
7. The lawn has been cut and debris properly removed from the premises.

CLEANING

CLEANING CHECKLIST

The following items will be checked at the time of the inspection. Please be sure that you have checked each and every item carefully. If everything is complete, no cleaning fee should be deducted from your deposit.

Floors

Carpets – professionally cleaned

Ceilings, walls, corners, baseboards and heat registers (remove spider webs)

Windows and sills

Blinds

Light fixtures; replace bulbs if needed

Ceiling fan blades and lights

Casings around all doors

Light switch and electrical outlet covers

Clean inside all cabinets and drawers, wipe down exteriors

Clean countertops and sinks

Defrost Refrigerator(s), clean inside and out (include doors and shelves) and clean rubber gaskets around both doors (remove crumbs)

Clean dishwasher; including inside trays and racks and outside of door, especially edges

Clean stovetop (lift up stovetop and clean underneath.), under burners and burner drip pans, oven (including racks), and broiler pan and drawer

Remove all knobs and clean

**** IF YOU HAVE A SELF-CLEANING OVEN DO NOT USE OVEN CLEANER ****

Clean Range Hood and wash filter; Clean and check light - replace bulb if needed

Clean exhaust fans in bathrooms

Clean bathtubs/showers, doors, chrome and walls (Leave no residue - test with your hand)

Clean commodes completely

Wipe down towel racks, soap dishes, and toilet paper holders

Clean and test smoke detector

Clean thermostat