

LANDLORD’S RULES AND REGULATIONS

1. Residents Responsibilities:
2. Keep residence clean; carpet, tlie, kitchen, bath, appliances, etc.
3. Change Air and Heat filter every 30 days
4. Only small nails or small picture hanging brackets are allowed.
5. Thre is a 15.00 fee for lost or missing keys.
6. Yard Responsibilities (if applicable):
7. Yard to be fertilized and treated for insects twice a year, and watered on a regular basis to promote a healty lawn and foundation.
8. Water restrictions are a tenants responsibility, hand watering plants is required
9. Shrubs shall be trimmed and flower beds shall be weed free.
10. Sprinkler heads damage and replacement is tenants responsilibity
11. HOA lawn violations will be paid by tenant.
12. Winterizing:
13. During sub-freezing weather, allow cold water faucets to drip and keep cabinets open under each sink to allow room temperature to warm pipes.
14. Wrap outside faucets with rags and cover with dome insulator.
15. Moving out and cleaning instructions:
16. Vaccum and professionally clean all carpets.
17. Mop all non-carpeted areas.
18. Clean all windows, blings, and sills.
19. Replace all non working light bulbs.
20. Empty and clean all cabinets and drawers
21. Clean sinks, tubs, showers, and toilets.
22. Clean oven, microwave, refrigerator and all inside and outside of appliances.
23. Ensure all original drapery is hanging correctly and in good clean condition.
24. Clean all dirty spots on walls.
25. Fill with spackle all nail holes in walls.
26. If a garage or carpert exists, leave it clean, swept and empty.
27. Fireplace should be empty and clean
28. Ceiling fans must be free of dust and dirt
29. All personal property must be removed.
30. Return all keys and garage door openers to manager
31. Your forwarding address must be left in writing with manager.
32. Leave one roll of toilet paper in each bathroom. (mandatory)

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Tenant Manager

Guidelines for cleaning:

1. Unit must be completely free of trash
2. All dust must be cleaned including closets, baseboards, and cabinets
3. Clean all cobwebs
4. All door frames must be in excellent working order: not cracked, splitting, or in poor condition.
5. Check all exterior doors to see if they open and close properly
6. All door knobs must be tight, working, and not broken.
7. All window coverings must be straight, washed, cleaned and dusted or replaced including blinds and curtians.
8. all bathrooms and kitchen must be caulked
9. all baseboards must be dust free
10. all doorstops must be in working order
11. all switch plates must be present, clean, and non-cracked
12. all patio, balconies, porches, storage units must be clean and empty
13. all paint looks good, no marks, no fingerprints, no dingy stains.
14. All painting is cleaned up; no buckets, brushes, rags left.
15. All sinks and toilets must be working and not stopped up
16. All drawers must be in good working order., open and close properly.
17. All cabinets and drawer knobs in good working order.
18. Dishwasher must be working properly, clean, empty and all knobs in place and working
19. Refrigerator must be empty, clean, handles working and not loose
20. Microwave working, handles secure,
21. Disposal working properly and not stopped up
22. Bathroom sinks working properly, not dripping, not stopped up, clean and handles not loose
23. Bathtub working properly, not dripping, not stopped up, clean and handles not loose.
24. Commodes flush properly, caulked, and seat working and not cracked
25. Shower heads working properly, not leaking
26. Lawn mowed and weed and pest free
27. Bushes, trees, garden must be trimmed and nicely away from home
28. Any outside lighting working and clean
29. All light fixtures working with working bulbs, not broken
30. No trash left outside by doors, garage, or on street
31. All soffets to be cleaned , no rotting, not need painting
32. All gutters clean and not stopped up

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Tenant Manager