

Resident Handbook

Nest Property Solutions 1000 S Pioneer Way Moses Lake, WA 98837 509-350-4441

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WELCOME

Nest Property Solutions is happy to welcome you as a new Resident! We believe that a good landlord/tenant relationship is important to your enjoyment of the home you are renting. As professional property managers, we have obligations to both you as the tenant and to the property owner. This handbook is provided to illustrate your lease agreement and outlines our responsibilities to you and your responsibilities to us and the property you have decided to rent. Clear communication is the key to any successful landlord/tenant relationship, and we are always here to answer questions, resolve disputes and discuss any outstanding concerns you may have. Please keep in mind that your online tenant portal is the most efficient way to communicate with any member of the Nest Property Solutions team. Your portal can be found at Nestpropertysolutions.com and allows you real time access to update your contact information, send messages, make payments and submit service requests.

Nest Property Solutions is committed to providing friendly and helpful service to all our owners and tenants. We look forward to working with you!

Sincerely,

Nest Property Solutions

Why do we need a Resident Handbook? In the excitement of moving, we often don't remember all the instructions and requirements of the lease. This handbook was written to be used as a reference for you. Place it where you can easily find it. Before calling the office, look to see if the answer you seek is here. If you find something you think would be helpful to others, but is not included, please notify us. We are always looking for additional ways to make your experience better.

Our Team

Blake Rollins - <u>blake@nestpropertysolutions.com</u>

Kaylee Rollins – <u>kaylee@nestpropertysolutions.com</u>

General Contact Information

Office: 509-350-4441

Text: 509-350-4441

Email: contact@nestpropertysolutions.com

Physical Address: 1000 S Pioneer Way, Moses Lake, WA 98837

Website: www.nestpropertysolutions.com

Business Hours: Monday – Friday, 9am-5pm

Utilities Contact List

Electricity

Grant PUD 312 W 3rd Ave, Moses Lake, WA 98837 509-766-2505

Natural Gas

Cascade Natural Gas 406 Lasco Ln, Moses Lake, WA 98837 888-522-1130

Residential Propane

Basin Propane 955 E Broadway Ave, Moses Lake, WA 98837 509-394-5563

Ferrellgas 1325 W Broadway Ave, Moses Lake, WA 98837 509-765-5211

Garbage Service (county addresses)

Consolidated Disposal 2370 Basin St SW, Ephrata, WA 98823 509-754-2468

City Utilities (water, sewer, garbage)

City of Moses Lake 401 S Balsam St, Moses Lake, WA 98837 509-764-3715

City of Warden 121 S Main St, Warden, WA 98857 509-349-2326

City of Royal City 445 Camelia St., Royal City, WA 99357 509-346-2263

City of George 102 Richmond Ave, George, WA 98824 509-785-5081 City of Ephrata 121 Alder St, Ephrata, WA 98823 509-754-4601 ext. 122

City of Soap Lake 239 2nd Ave SE, Soap Lake, WA 98851 509-246-1211

City of Mattawa 521 Government Rd, Mattawa, WA 99349 509-932-4037

Important Policies

YOU ARE RESPONSIBLE FOR CHANGING AIR FILTERS IN YOUR HVAC SYSTEM AT LEAST EVERY (3) MONTHS AT YOUR OWN EXPENSE. THIS IS THE NUMBER ONE CAUSE OF SYSTEM FAILURE.

When is rent due: Unless your lease states differently, rent is due on the 1st of each month and is considered late on the 5th. If the 1st falls on a holiday or weekend, rent is still due on the 1st.

How to pay rent:

- Online via your tenant portal. Fees may apply.
 - Debit or credit card
 - ACH, also known as e-check
- Cash at PayNearMe locations. Please email contact@nestpropertysolutions.com for a PaySlip that can be used to pay cash at Walmart or Walgreens.
- Check, money order, or cashier's check payable to Nest Property Solutions.

Rent can be sent to: Nest Property Solutions, 1000 S Pioneer Way, Moses Lake, WA 98837. Rent can be paid by mail, but it must be received in the office by the 5th.

Rent can be paid in person by placing your rent in the drop box next to the front door. Be sure the envelope is properly labeled with your address. **Make sure your name/address are legible on the check.**

Important notes:

Place your name and property address on the check or money order to ensure that you are properly credited with rental payment. Review your check or money order and ensure it has the names of payer and payee. Leaving cash or an incomplete check or money order on the premises is not the management company's responsibility. Place your rent in the drop box next to our door and be sure the envelope is properly labeled with your address. If a rent check is returned for insufficient funds (NSF), all charges including NSF, late and posting fees will be charged to you.

THE BASICS

Lease agreement: The duration of your rental agreement is fixed and specified in the document. Any early termination or extension must be discussed with the Property Manager.

Security deposits: Your security deposit cannot be used to pay last month's rent or any other month's rent.

Pets: Animals are only allowed with prior approval of the owner and the management company. Non-refundable fees, monthly pet fees and pet application fees may apply. No guest pets allowed. Please see Lease Agreement for full pet policy.

Noise: You are subject to all laws pertaining to noise and your Lease Agreement.

Keys: Nest Property Solutions does not have lockout service. If you lose your key or lock yourself out, then you are responsible for the locksmith and any other fees/maintenance charges to replace your lock(s) back to our master key system.

Yard & Grounds Maintenance: If you are responsible for maintaining your yard, upkeep of flower beds, lawn care and maintaining other parts of the yard is expected. Additional care should be taken to keep the grounds clean. Please consult the Lease Agreement for more details.

Vehicle Parking: Only approved and operational vehicles in designated areas are allowed. Please consult the Lease Agreement for more details.

Guests: A guest (s) staying longer than 14 days will require approval by the management company. Consult your Lease Agreement for more details.

Routine maintenance: As you become more settled in your new home it is important to manage routine maintenance items. Here are some examples of maintenance items you are responsible for:

- Replacement of light bulbs
- Cleaning or replacement of furnace filters (if applicable)
- Regular yard and lawn maintenance (if applicable)
- Replacement of batteries in smoke detectors and CO2 detectors

Submitting a maintenance request: If a maintenance issue should arise, please complete a maintenance request via your Tenant Portal. We ask that you submit maintenance requests in writing via your portal to avoid confusion and to ensure that we have a clear record of your request. When making a request, be as specific as possible about the problem. If you need to be present, remember that our vendors typically only schedule appointments Monday – Friday, from 9:00 AM – 4:00 PM. Tenants are responsible for securing any pets that may be encountered on the visit to the property. Nest Property Solutions will not fix aesthetic issues. If you put in a maintenance request for something that is not broken, we will charge you for a wasted trip. If you do not have access to the online tenant portal, please call our office **509-350-4441** or email contact@nestpropertysolutions.com.

EMERGENCY PROCEDURES

*Fire or life-threatening emergencies, call 911.

EMERGENCY PHONE LINE: **509-350-4441** – if it is outside of business hours, leave a message and we will return your call as soon as possible.

What is considered an emergency?

- Fire
- Flood or active leak that could cause a flood
- Loss of heat
- Loss of running water (hot or cold)
- Loss of power, except neighborhood outages

Fire: Call 911. And then call our office.

Electric Heat: Check the thermostat to see that the controls are set properly. Check all the fuses and circuit breakers to make sure they are turned on. Check the access panel to the blower compartment to ensure the panel is securely closed. Replace the furnace filter.

Gas Heat: Check the thermostat to see that the controls are set properly. Check all the fuses and circuit breakers to make sure they are turned on. Check the access panel to the blower compartment to ensure the panel is securely closed. Replace the furnace filter. Test any other gas appliances to determine if service has been interrupted.

Water Related Issues: If water is running onto floors from any appliance, fixture, or pipe, close the shut-off valve for the appliance / fixture or shut-off the main valve for the property. Contact our office immediately.

Power: 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, report outage to the local power authority. If the power is only out in your house/unit, check the circuit breaker panel. 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, report a maintenance emergency.

Who Does What

All breakdowns, system failures and structural defects to the property must be reported to Nest Property Solutions immediately. If an urgent repair is needed, you are responsible for stopping further damage from occurring if possible and safe to do so (e.g. if there is a leak, you are responsible for stopping the water source until Nest Property Solutions can make the repair. Likewise, if the problem is electrical, turn off the breaker until a repairman is available.) You will not be reimbursed for any unauthorized repairs you make.

Examples of maintenance you are expected to do at your own expense:

- Replace light bulbs
- Torn or damaged screens
- Replace or repair cabinet catches, knobs or handles
- Replace heat and A/C filters each quarter
- Treat for spiders, bees,
- Keep flower beds edged and add fresh bedding
- Replace batteries in smoke detectors

Examples of Repairs management will make at no expense to you:

- Repairs to heat and A/C systems from normal use
- Replace heating units or hot water tanks from normal use
- Repair leaks in the roof
- Replace or repair any part of plumbing which fails from normal use
- Remove broken electrical components
- Repair/repaint rotted wood
- Treat for termites

Examples of Repairs for which you will be held Responsible:

- Replace heating elements/hot water tanks if caused by empty tank
- Any unusual damage on any of the floors, walls, ceilings, caused by pets, animals, children, guests, smoking or any unreasonable use
- Damage to fences, outside walls, shrubbery, trees, or plantings
- Garbage disposal blockage or item stuck in motor
- Damage caused by your failure to notify us promptly of any repair needed.

Maintaining Fixtures and Appliances

Central Heating and Air: If the residence has central heating and air, you are required to run it in Emergency heat when temperatures fall below 32 degrees for more than 24 consecutive hours (typically November-March.) If temperatures rise above 100 degrees, you must not set the AC temperature below 72 degrees to prevent damaging the system. Resident is required, at the Resident's expense, to replace HVAC filters a minimum of quarterly or four (4) times per year.

Window air conditioning: These appliances should be used sparingly as they are susceptible to icing, especially at lower temperature settings. Clean filter by removing dust.

Drains: AVOID letting food and hair get down the drains. Clogged drains caused by hair and grease are the resident's responsibility. Hardware stores carry "hair catchers" to place in sink and tub drains that significantly help keep drains free of hair. Some dishwashers will clog from food left on the dishes when put in the machine. Clean dishwasher filter monthly.

Refrigerator: If refrigerator is equipped with a water filter, Resident is responsible, at Resident's expense, to replace water filter. It is suggested to replace water filter at lease every six (6) months.

Stove, oven, microwave: Be aware of the various bake, broil, time bake, and self-clean controls. To operate the self-cleaning features, please follow the instructions of the appliance. If unit has a glass cooktop, use care not to scratch the surface with heavy pots or metal utensils. For range hoods or overoven microwaves, remove washable filters and clean at minimum every three (3) months.

Garbage Disposal: 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. Do not grind banana peels, artichoke leaves, celery stalks, flower stems, coffee grounds, potato peelings, bones, or any item that is particularly tough. NEVER put paper, plastic, glass, aluminum foil or grease in the disposal. If the unit becomes inoperable, ALWAYS be sure to check the power switch first (usually under the sink), then try the reset button (somewhere on the machine) and remove all contents before calling for maintenance. Problems caused by users are the resident's responsibility.

Plumbing fixtures: NEVER use abrasives on plumbing fixtures. It is best to wipe fixtures clean after each use. Many homes and apartments have low-flow toilets. Low-flow toilets tend to clog or back up if too much paper, etc. is flushed. Residents must be prepared to plunge the toilet to clear clogs and avoid damage from over-flows.

Water damage: Residents 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 underlayment and discolor the vinyl. 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.

Sliding glass doors, screen doors and shower tracks: It is imperative that dirt and debris regularly be cleaned out of sliding door tracks. Opening and closing doors over debris that frequently accumulates 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 slow 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.

Fireplace: Any Residents who wish to utilize the fireplace shall do so at their own risk and assume all responsibility for its maintenance, upkeep, and any hazards that may arise. Periodic inspection and cleaning are strongly recommended at the expense of the Resident.

Mold: Please refer to the Mold Addendum provided during lease signing. **House Plants:** Be sure plant saucers are kept under all potted 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.

Ceramic tile – Tub and Shower Walls: Use a mild, nonabrasive cleaner for cleaning all ceramic tiles and fiberglass tub surrounds. NEVER use scrubbing cleansers like Comet or AJAX on fiberglass tub surrounds, as these products will permanently scratch the surfaces.

Mini Blinds: Do not soak mini blinds. Spray them with a mild soap and water solution and wipe them down.

Smoke and CO2 Detectors: Residents are responsible for changing batteries in smoke and CO2 detectors. We recommend changing batteries at the beginning and end of daylight savings time. Batteries are changed upon move-in.

Wood decks and porches: Potted plants and flowers add beauty and appeal to a property. Please put "feet" or saucers under them to prevent water run-off from rotting or discoloring the deck.

Hardwood Floors: For cleaning hardwood floors, only use a soft cloth. It is best to sweep and dust regularly. Do not wet mop hardwood floors. Use throw rugs in front of the sink and the stove to protect these areas from water and grease.

Marble and granite: 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. Marble is a porous material. Be careful that water run-off from plants is not left standing on the surface. It will permanently stain the marble.

Seasonal Maintenance

- Disconnect all outside hoses no later than November 1st of each year. Double check that all
 hoses are disconnected prior to any weather calling for sub-freezing temperatures. Ensure that
 all hoses are disconnected before you leave town if you are traveling. A frozen hose can cause
 water to travel up the line and freeze your pipes even with a frost-free hose spigot. This is a
 tenant responsibility and you are responsible for any damage caused due to failure to remove
 hoses and take proper precautions.
- Never leave your thermostat below 60 degrees. If you are traveling for the Winter, make sure
 you have sufficient heat oil (if relevant) and that your thermostat is set to 60 degrees or higher.
 It is your responsibility to keep your unit heated.
- In the Summer, never leave your thermostat above 78 degrees. You are responsible to maintain air conditioning to the property at all times.
- When the weather is calling for temperatures to drop into the 20's or below, leave a faucet dripping overnight and open doors to sink cabinets to expose plumbing to the warmer air.
- If you have questions or concerns, be proactive. Please submit a question through the tenant portal or contact the office.

Inspections

Nest Property Solutions will provide a minimum of 24-hour notice to a financially responsible resident before we enter the rental unit. We appreciate your cooperation and communication; however, we do not need your approval to enter if we have provided appropriate notice. With this reasonable notice period, Nest Property Solutions is permitted to enter and inspect your rental unit for any reason such as maintenance issues or inspections. In the case of potential lease compliance concerns, illegal activity, or the apparent need for a health check, Manager and Owner have the right to enter the property without notice. Move-In, Lease Renewal/Annual, and Move-Out inspections may be performed as routine services.

Lease Fees

The Lease contains fees and fines that the tenant may be required to pay in certain circumstances of non-compliance. NOTE: Your lease may contain a different late fee policy. Please refer to your lease for your specific late fee policy.

| Late Fee | 10% of recurring monthly rent | If rent is received after the 5 th . |
|----------------------|-------------------------------|---|
| | | Starting on the 6 th at 12:00am it |
| | | is considered late. |
| Returned Payment Fee | \$75 | Returned payments for any |
| | | reason |
| Utility Fee | \$100 fee plus the expense of | If utilities (that Resident is |
| | the utility during the leased | responsible for in the lease) |
| | period | remain in the Owner's name |
| | | beyond the start date of the |
| | | lease, or at any point during the |
| | | lease you disconnect utilities. |

| Lease Change Fee | \$150 | Rewriting the lease due to |
|---|--|---|
| Early Termination Fees | Lesser of the following: The entire rent due for the remainder of the term; or The rent accrued during the period reasonably necessary to re-rent premises at a fair rental, plus actual costs incurred by landlord in re-renting. | tenancy change. When the lease is terminated early. |
| Noise Complaint Fine | \$100 each occurrence | After two complaints about excessive noise |
| Municipality Fines | \$150 fine plus the cost of the fine | If the municipality issues a violation for the condition of the property, including lawn cutting and snow removal. (Only when the exterior maintenance is the tenant's responsibility in the lease) |
| Non-Performance of Lawn Care and Snow Removal Fine. | \$150 fine plus the cost of work | Failure to maintain the lawn, snow, and exterior of the property as required by the lease. |
| Cigarette Butt Clean Up (Smoking is never allowed on the premises and grounds for eviction) | \$100/hr (minimum 1-hour charge) | Cleaning up cigarette butts on the property. |
| Lawn Violation | \$150 plus the cost of clean up and repair | Vehicles parked on the lawn or damage to the lawn from vehicles. |
| Inspection Fee | \$95 per inspection | Should the Property not be in good condition and require reinspection to determine whether the cleanliness or lease adherence is being maintained. |
| Key Fee | \$50 plus locksmith charges | Tenant fails to return borrowed key |
| Unauthorized Animal Fine | \$100 per animal per day | Should an unauthorized animal be found on the Property |

| Missed Appointment Fee/Trip | \$100 first occurrence | Tenant fails to show up for an |
|-----------------------------|---------------------------------|-----------------------------------|
| Charge/Denied Access | \$250 second occurrence | appointment with staff member |
| | 100% current month's rent third | at your home. Tenant fails to |
| | occurrence | restrain an animal and we |
| | | cannot get into the Property. |
| | | Tenant does not allow access |
| | | after proper notice was |
| | | received. |
| Service of Notices | \$100 each notice | Fee to serve notices including, |
| | | but not limited to, Notice to Pay |
| | | or Vacate, Notice to Quit, |
| | | Notice to Comply or Vacate. |

Move-Out Procedures

Put it in Writing: Prior to moving out, Nest Property Solutions requires at least twenty (20) days' notice before the end of the month in which Resident is requesting to terminate. Before it is accepted, a form must be submitted in writing, including the date you anticipate returning the possession of the property and the address where you will be moving to. You are responsible for providing Nest Property Solutions with your forwarding address.

During the Notice Period: Once you have given notice, the property may be listed for sale or rent and is eligible for showing. Showing hours are between 9am and 5pm during which the property must be made available and in proper condition. You will be emailed prior to showing. Please note that guests, inconvenient timing and lack of availability to be there are not considered acceptable reasons to reschedule.

Extra effort on your part is expected to keep the house and yard neat throughout the marketing period. Please keep in mind that the better a home shows, the more likely it will rent and the less you will be bothered.

Minimum showing condition includes:

- Vacuumed floors, clutter free
- Make beds and tidy rooms
- Clean kitchens and baths and empty sinks
- Unmarred walls
- Dogs kenneled and litter boxes odor free
- TV is turned off or volume is low
- Yard is mowed and in good condition
- Blinds and curtains are opened, and the home is well lit.

The Move-Out Process: Upon moving out, keys and professional carpet cleaning receipts must be turned into the office before an inspection will be conducted. Move in and move out inspection reports will be compared to determine damages, as well as pictures. Security deposits will be disbursed pursuant to the procedures in your lease and the Washington State Landlord Tenant Laws. You will

receive a statement and, if owed, a refund of your security deposit at your forwarding address within 21 days of returning possession of the property.

Upon moving out, please be sure that all following items have been addressed:

- Cleaning: Please use the cleaning requirements below as a checklist for moving out. All carpets
 must be professionally cleaned and a receipt provided or you may have us clean them for you
 and the cost will be deducted from your deposits. Make sure you vacuum thoroughly or the
 carpet person will charge an extra fee. Nails, coins, etc. that are in the carpet due to moving will
 break the cleaning machine. Please remove them.
- Remotes/Keys: All remotes, fobs and keys must be turned in before moving out. These items can
 be placed in an envelope that is clearly labeled with your information and property address and
 dropped off at our office.
- Forwarding Addresses: If you did not provide us with a forwarding address on your portal, we ask that you leave a forwarding address when you turn in your keys/remotes/fobs.
- After Hours Surrender: If you are surrendering the premises when our offices are closed, please use the after-hours drop box. Be sure all keys, remotes and fobs are placed in an envelope clearly marked with your name and the premise address.
- Pets: If you had an animal please ensure that fleas are not present, and all animal waste is cleaned up from the yard.
- Walls: Remove nails and fill in holes with a drywall compound. Be sure to wipe off any excess. Touch up paint is not acceptable. You must paint the entire wall the existing color. Failure to do so will result in you being held accountable for the cost of repainting.

Cleaning Requirements

KITCHEN

- 1. All cabinets and drawers need to be wiped down inside and out.
- 2. Clean off top of all cabinets.
- 3. All appliances must be thoroughly cleaned inside, outside and behind unit, including but not limited to the oven/stove, dishwasher, microwave, refrigerator, washer and dryer. Do not use harsh cleansers or abrasive pads on the appliances' surfaces as it will destroy the finish.
- 4. All gasket seals must be cleaned (i.e., stove, refrigerator, and dishwasher.)
- 5. Ice trays must be cleaned out. If automatic, please dump ice, wash tray and replace.
- 6. Water and ice area in door must be cleaned out.
- 7. Drip pans, oven racks and hood (top & underneath)/exhaust fan for stove must be cleaned. Replace the vent filter if it cannot be cleaned. Replace any burned out light bulbs in the oven hood.
- 8. Garbage disposal must be clean of debris and operating.
- 9. Countertops and sink must be clean. Please remove all hard watermarks, stains, and soap scum.
- 10. Floors must be clean. Please pay special attention to corners, under refrigerator and under stove. Be careful not to tear the vinyl flooring when moving any appliance(s).

BATHROOMS

- 1. Tub, shower and sink must be thoroughly cleaned—use disinfectant if necessary. Please remove all hard watermarks, stains and soap scum.
- 2. All grout in bathroom must be cleaned and free of mold, mildew, etc.
- 3. Toilet must be cleaned inside and out, around and behind. All hard water rings and build-up must be removed even under the rim.
- 4. Medicine cabinet must be wiped down inside and out.
- 5. Mirrors must be cleaned and free of spots.
- 6. Cabinets must be wiped down inside and out.
- 7. Exhaust fan and light bulbs/fixtures must be cleaned.
- 8. Floor must be clean. Please pay special attention to corners.

CARPETS

All carpets must be professionally cleaned and a receipt provided or you may have us clean them for you and the cost will be deducted from your deposits. Make sure you vacuum thoroughly or the carpet person will charge an extra fee. Nails, coins, etc. that are in the carpet due to moving will break the cleaning machine. Please remove them.

AIR CONDITIONING/HEATING UNITS

All AC filters must be changed or cleaned if they are permanent. AC filter covers and vent covers are to be cleaned and/or vacuumed. If we find an AC unit with an excessively dirty filter, tenants will be charged to have the unit checked by a licensed HVAC company.

MISCELLANEOUS

- 1. All plant shelves and closet shelves must be wiped down and free of dust and debris.
- 2. All ceiling fans & light fixtures (including bulbs) must be cleaned & in working order.
- 3. Baseboards must be wiped down.
- 4. Please brush all walls with broom. No spider webs please.
- 5. All nails are to be removed. Please do not patch nail holes. It is easier for our painters to do this.
- 6. Please clean top of all doors.
- 7. Please clean all windows inside and out. This includes all blinds and windowsills. Broken and/or damaged blinds will be charged to the tenant's security deposit. Dust off all window screens. Any damaged window screens will be replaced and charged to the tenant's security deposit. Any cracked or broken windows will be replaced and charged to tenant's security deposit.
- 8. Any holes behind doors, fractured door frames and/or splintered doors will be repaired or replaced and charged to tenant's security deposit.
- 9. Any sheetrock damage will be repaired and charged to tenant's security deposit.
- 10. Any touch up paint must have the correct color and sheen. Get the color and sheen in writing from management.
- 11. Replace any missing door stops.

OUTSIDE

- 1. All plants and shrubs neatly trimmed and manicured.
- 2. All weeds and debris must be removed from rock areas. Rocks must be raked.
- 3. Grass mowed and edged.
- 4. Driveway, garage and patio must be cleaned. All grease and debris removed.
- 5. Please brush outside of house with broom to remove all spider webs, etc.
- 6. All pet debris/feces must be removed.
- 7. All trash and debris must be removed from property.
- 8. Remove all furniture and personal property. If you are leaving anything behind, please get permission in writing from management. Remove any personal property that you installed without management's written authorization or that was not approved and restore the property back to its original condition.

Thinking about buying a home?

If you are considering buying a home at the expiration of your lease, we can help you! We are experienced in first-time home buyers and turning renters into homeowners. In order to help you in this process, we offer flexible lease terms, and we have partnership with lenders. Call us today to speak with a REALTOR and let us give you all the information on how home ownership can be achieved for you!

^{**}Receive a \$500 credit towards commission fees when you buy a home with us!**