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**RENTAL DEPARTMENT ANNUAL/FINAL INSPECTION INSTRUCTIONS**

**PLEASE LEAVE ALL UTILITIES ON UNTIL AFTER COMPLETION and PASSING OF INSPECTION, or lease EXPIRES/IS RE-RENTED, whichever come LAST.** If utilities must be turned on for additional cleaning, this cost will be deducted from your *Cleaning and Damage Deposit*.

The **Air Conditioning** should be left **ON** until the **Carpets are completely DRY**.

Any repairs that the tenant knows of should be pointed out to the representative of Sundance Rental Management, Inc.

**IF YOU CHOOSE NOT TO DO ANY PART OF YOUR REQUIRED CLEANING, PAINTING AND/OR REPAIRS TO THE PROPERTY, PLEASE CALL OUR OFFICE TO DISCUSS. PRIOR TO YOUR FINAL INSPECTION.**

**If you need a recommendation for the Carpet Cleaning, General Cleaning or Painting Services please call our office.**

Please follow this list, *AS APPLICABLE*, to ensure a satisfactory inspection.

Careful attention and meticulous cleaning of the following items will help insure the prompt return of your deposit.

<b>Kitchen:</b>	_____ Medicine Cabinets - inside & out	_____ Light Fixtures & Covers: remove dirt/dead bugs
_____ Counter Top & Storage: clean and dust-free	_____ Mirrors (Windex)	_____ Receptacles/Switch Covers: replace if broken/damaged
_____ Dishwasher: top of door, inside, & door seal	_____ Toilets: inside & out /replace seat if worn, stained or broken	_____ Screens: clean and repaired
_____ Freezer: clean residue & empty ice containers	_____ Tubs/Shower: No soap scum or mildew	_____ Smoke Detectors: working
_____ Cabinet/pantry/drawers-inside/Out	_____ Towel Rack/Toilet Paper Holder: SECURED	_____ Walls: NO marks/holes-esp. on & around switch/cover
_____ Cabinet/pantry: above (b/w cabinet/ceiling);	_____ Sink Fixtures: No residue	_____ Window Screens: No holes
_____ Microwave: inside AND out, underneath, bulbs, no grease, clean screens	_____ Soap Dishes: NO residue	_____ Windows & Sills: inside & out
_____ Refrigerator: in/out/top/sides/bottom/seal	_____ <b>General:</b>	_____ <b>Compliance:</b>
_____ Refrigerator: clean underneath & COILS	_____ Baseboards & Crown Molding; clean/dust-free	_____ A/C: filter clean-new, returns/vents: cleaned
_____ Refrigerator: Turn off at breaker & leave <b>OPEN</b>	_____ Blinds, Shades, Shutters: NO dust/dirt/damage	_____ Furnace: area/closet, dust
_____ Sink Fixtures: No residue	_____ CARPETS: <b>PROFESSIONALLY</b> steam cleaned, NO Stains * <b>RECEIPT REQUIRED*</b>	_____ Washer/Dryer: area and appliances
_____ Soap Dishes: NO residue	_____ CARPETS must be <b>COMPLETELY DRY</b> prior to inspection	_____ Water Heater: area/closet & top of water heater
_____ Stove Hood & EXHAUST: clean & replace filter	_____ **Carpets must be cleaned prior to annual inspection.	_____ <b>Exterior:</b>
_____ Stovetop/OVEN/ Racks/Bottom Drawer:	_____ Ceiling Fans: blades & light fixtures-remove all dust/grime	_____ Driveway: sweep/make free of debris walks & patios
_____ WIPE Out OVEN after self-cleaning cycle, DO NOT use oven cleaner in self-cleaning ovens!	_____ Ceiling/Walls: NO cobwebs	_____ Garage: clean, sweep, NO grease/deposits
_____ Stove/Oven: clean sides of stove and cabinets	_____ Doors & Wood Work: NO scratches/holes (OLD ENGLISH SCRATCH COVER)	_____ Gutters & Roof: remove leaves/pine needles
_____ Lift Top of Stove - Clean Under Burners (REPLACE DRIP PANS)	_____ Door Stops: in place with rubber caps	_____ Lawn Pump: primed, operational
_____ <b>Bath:</b>	_____ Drapes: washed/dry cleaned	_____ Shrubbery: cut below window level
_____ Exhaust Fans: Bathroom, clean and functioning	_____ Fireplace: remove ashes & scrub w/ 409	_____ Sprinklers: heads operational
_____ Cabinet/pantry/drawers-inside/Out	_____ Floors: including grout, I.A. - cleaned	_____ Trees: cut away from roof line, pull vines from house/fence
_____ Cabinet/pantry: above (b/w cabinet/ceiling);	_____ Light Bulbs: replaced w/same type bulb-	_____ Yard: mow, rake, edge, weed, clean up waste

- NO garbage or trash on premises.
- ALL repairs to premises during occupancy have been made (i.e. torn screens, broken windows, drains not clogged, etc.
- ALL nails removed and nail holes in walls filled and painted CLEAN OR PAINT ALL MARKS.  
 CALL OUR OFFICE FOR CORRECT PAINT COLOR. (There are hundreds of shades of white).  
 Look carefully before you paint to determine whether walls are flat or semi-gloss  
 Test and Dry a small area to be touched up Before proceeding to touch up entire house.

_____	#keys FBG
_____	Fan Remotes
_____	# Garage Remotes
_____	Alarm/Garage Code
_____	Mailbox Key #

**ON FINAL INSPECTION, MAKE SURE ALL PERSONAL BELONGINGS HAVE BEEN REMOVED AND PREMISES ARE CLEAN AND IN GOOD ORDER! We encourage a joint Final Inspection it is YOUR responsibility to call our office to set up this appointment.** Please have adequate cleaning supplies on hand. If you choose not to have a joint Final Inspection and you do not pass, you will not be given the option to clean, it will have to be done professionally. Any charges incurred will be deducted from your deposit. **The day/date of return of the house keys will constitute the last day of occupancy unless Final Inspection by OWNER/AGENT reveals cleaning and/or damages for which TENANT is responsible.** In this event, unless otherwise resolved, rental charges will continue to accumulate until premises are deemed to be in satisfactory and acceptable condition by OWNER. If it is necessary to make additional inspections due to unsatisfactory conditions of premises, there will be a \$10.00 charge for each additional inspection.

On satisfactory Final Inspections, when all items are in order, please allow **fifteen (15) days for return of deposit**. If you are leaving the area, leave your address and your deposit will be forwarded to you. On unsatisfactory inspections, all repairs and cleaning will be done before balance, if any, of deposit is returned.

_____	_____
Date	Tenant
_____	_____
Agent	Tenant
_____	_____
Property Address	_____
_____	_____
Forwarding Address	_____
_____	_____
Date of Final Inspection	Property Manager