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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**.

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.

| | | |
|--|--|---|
| Kitchen: | 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/carbon monoxide 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 | General: | Compliance: |
| Refrigerator: clean underneath & COILS | Baseboards & Crown Molding: clean/dust-free | A/C: filter clean-new, returns/vents: cleaned |
| Refrigerator: Turn off at breaker & leave OPEN | Blinds, Shades, Shutters: NO dust/dirt/damage | Furnace: area/closet, dust |
| Sink Fixtures: No residue | CARPETS: PROFESSIONALLY steam cleaned, NO Stains * RECEIPT REQUIRED* | Washer/Dryer: area and appliances |
| Soap Dishes: NO residue | CARPETS must be COMPLETELY DRY 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. | Exterior: |
| Stovetop/OVEN/ Racks/Bottom Drawer: WIPE Out OVEN after self-cleaning cycle, DO NOT use oven cleaner in self-cleaning ovens! | Ceiling Fans: blades & light fixtures-remove all dust/grime | Driveway: sweep/make free of debris walks & patios |
| Stove/Oven: clean sides of stove and cabinets | Ceiling/Walls: NO cobwebs | Garage: clean, sweep, NO grease/deposits |
| Lift Top of Stove - Clean Under Burners (REPLACE DRIP PANS) | Doors & Wood Work: NO scratches/holes (OLD ENGLISH SCRATCH COVER) | Gutters & Roof: remove leaves/pine needles |
| Bath: | Door Stops: in place with rubber caps | Lawn Pump: primed, operational |
| Exhaust Fans: Bathroom, clean and functioning | Drapes: washed/dry cleaned | Shrubbery: cut below window level |
| Cabinet/pantry/drawers-inside/Out | Fireplace: remove ashes & scrub w/ 409 | Sprinklers: heads operational |
| Cabinet/pantry: above (b/w cabinet/ceiling); | Floors: including grout, I.A. - cleaned | Trees: cut away from roof line, pull vines from house/fence |
| | 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! 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