



RENTAL DEPARTMENT
ANNUAL/FINAL
INSPECTION INSTRUCTIONS
863-3292 PHONE 862-3440 FAX



PLEASE LEAVE ELECTRIC and WATER ON UNTIL AFTER COMPLETION and PASSING OF INSPECTION.

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

If utilities have to be turned on for additional cleaning, this cost will be deducted from your Cleaning and Damage Deposit.

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

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 insure a satisfactory inspection.

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

- | | | |
|--|--|---|
| <input type="checkbox"/> A/C FILTER - <u>Clean and New</u> | <input type="checkbox"/> EXHAUST FANS - Bathroom | <input type="checkbox"/> STOVE HOOD & EXHAUST FAN Filter |
| <input type="checkbox"/> BASEBOARDS | <input type="checkbox"/> FIREPLACE - Remove Ashes & Scrub w/ 409 Cleaner | <input type="checkbox"/> STOVE Top/ OVEN/ Racks/ Bottom Drawer
WIPE Out OVEN after self-cleaning cycle |
| <input type="checkbox"/> BLINDS &/OR SHADES-NO dust/dirt/bend in metal blinds | <input type="checkbox"/> FLOORS - Cleaned & Waxed | <input type="checkbox"/> Lift Top of Stove - Clean Under Burners
(REPLACE DRIP PANS IF NECESSARY) |
| <input type="checkbox"/> BURNED OUT LIGHT BULBS
Must be Replaced with same type
bulb-decorative for decorative etc | <input type="checkbox"/> FREEZER-Clean food residue & empty ice containers | <input type="checkbox"/> Sweep Driveway / Walks & Patios |
| <input type="checkbox"/> CARPETS/ <u>PROFESSIONALLY</u> Steam Cleaned,
TRUCK MOUNTED - ONLY - NO Stains
<u>* RECEIPT REQUIRED*</u> | <input type="checkbox"/> FURNACE AREA / CLOSET | <input type="checkbox"/> SWEEP A/C CEILING VENTS & Clean Return Air Grill |
| The Electricity <u>MUST</u> be left on until the CARPETS are
<u>COMPLETELY DRY</u> | <input type="checkbox"/> KITCHEN/BATH CABINET-pantries, drawers-Inside & Out | <input type="checkbox"/> TOILETS / Inside & Out /REPLACE Toilet Seat if Worn |
| **Carpets must be cleaned prior to annual inspection. | <input type="checkbox"/> Lawn Pump/Sprinklers Heads must be operational | <input type="checkbox"/> TUBS/SHOWERS - No Soap Scum or Mildew |
| <input type="checkbox"/> CEILING FANS & BLADES-Remove all Dust/Grime | <input type="checkbox"/> LIGHT FIXTURES & COVERS (Remove Dirt/Dead Bugs) | <input type="checkbox"/> TOWEL RACKS SECURED |
| <input type="checkbox"/> CLEAN & SWEEP Out Garage-No Grease Deposit | <input type="checkbox"/> MIRRORS (Windex) | <input type="checkbox"/> WALLS - NO marks / holes-esp. around switch/cover |
| <input type="checkbox"/> COB WEBS Cleaned out of Corners & Ceilings | <input type="checkbox"/> RAIN GUTTERS & ROOF - Remove all Leaves/Pine Ndl's | <input type="checkbox"/> WASHER / DRYER AREA |
| <input type="checkbox"/> COUNTER TOP & Storage | <input type="checkbox"/> REFRIGERATOR, Inside & Out / Top & Sides
Turn off at breaker & leave doors <u>OPEN</u> | <input type="checkbox"/> WATER HEATER Area TOP of Water Heater |
| <input type="checkbox"/> DISHWASHER/Top of door/Inside & Door Seal | <input type="checkbox"/> SCREENS | <input type="checkbox"/> WINDOW SCREENS No Holes |
| <input type="checkbox"/> DOORS AND WOOD WORK No scratches or holes
(use OLD ENGLISH SCRATCH COVER) | <input type="checkbox"/> SINK Fixtures - No Residue | <input type="checkbox"/> WINDOWS & WINDOW SILLS Inside & Out |
| <input type="checkbox"/> DOOR STOPS - In place with rubber caps | <input type="checkbox"/> SMOKE DETECTORS Working | <input type="checkbox"/> YARD - Mow/Rake/Edge/Weed |
| <input type="checkbox"/> DRAPES - Washed / Dry Cleaned | <input type="checkbox"/> SOAP DISHES - No Residue | <input type="checkbox"/> SHRUBBERY-Cut Below Window Level |
| | | <input type="checkbox"/> TREES - Cut Away From Roof Line |

1. NO garbage or trash on premises.
2. ALL repairs to premises during occupancy have been made (ie., torn screens, broken windows, drains are not clogged, etc.).
3. ALL nails removed and nail holes in walls filled & 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.

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 DOING INSPECTION