



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.

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