

# LANDLORD'S RULES AND REGULATIONS

## A. RESIDENT'S RESPONSIBILITIES

1. Keep residence clean- carpet, tile, kitchen, bath, appliances, etc.
2. **Change central air and heating filter once a month. \_\_\_\_ (initial)**
3. Only small nails or small picture hanging brackets will be allowed for hanging pictures.
4. There will be a \$15 fee for lost or missing keys if picked up by tenant during business hours or a \$25 fee if tenant needs keys to be delivered or requests a key during the weekend or after the office closes.

## B. YARD RESPONSIBILITIES (IF APPLICABLE)

1. Yard to be fertilized and treated for insects twice a year, and watered on a regular basis to promote a healthy lawn. ( if under water restrictions, hand watering of plants is mandatory)
2. Yard to be mowed weekly if necessary and edged or trimmed monthly during the growing season.
3. Shrubs shall be trimmed and flower beds shall be kept free of weeds.
4. Sprinkler head damage and replacement is the tenant's responsibility.
5. HOA lawn violations will be paid by the tenant.

Drive by yard inspections may occur every two weeks. If any of the above listed responsibilities are not met by the Occupant and Manager has to correct same, Occupant shall be billed for all charges incurred. If Management has to arrange for cleaning of residence or yard on two occasions, Occupant's rent will be increased to cover regular cleaning care.

## C. WINTERIZING

1. During sub-freezing weather, allow cold-water faucets to run and keep cabinets open under each sink to allow room temperature to warm pipes.
2. Wrap outside faucets with rags and cover with dome insulator.

## D. MOVING OUT AND CLEANING INSTRUCTIONS

1. Vacuum and professionally clean all carpets.
2. Mop all non-carpeted floors and clean all window seals.
3. Clean all windows and blinds.
4. Replace any light bulbs as needed.
5. Empty and clean all cabinets and drawers.
6. Clean sinks, tubs, showers, and toilets.
7. Clean oven, microwave, refrigerator and all other appliances.
8. Ensure all original drapery is hanging correctly and in good condition.
9. Clean all dirty spots on walls.
10. Fill (spackle) all nail holes in walls.
11. If a garage or carport exists, it should be left empty, swept and clean.
12. Fireplace should be empty and clean.
13. Return all keys to manager.
14. Your forwarding address must be left with your property manager.
15. Ceiling fans must be free of dust and dirt.
16. All personal property is to be removed.

Occupants will be charged for all repairs and cleaning not taken care of by Occupant.

OCCUPANT: \_\_\_\_\_ MANAGER: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_ DATE: \_\_\_\_\_