

COASTAL REALTY CORPORATION

PROPERTY MANAGEMENT

INSPECTION GUIDELINES FOR TENANTS

CLEANING: To help ensure that the refundable portion of your security deposit is returned to you our staff has put together a cleaning guideline. If you would like for one of our cleaners to complete the work before you move, please contact our office within one week prior to your moving. During the "turn-over" inspection the following items will be closely inspected. This is only a guideline. The list below (includes but not limited to) area's and items that need to be cleaned/replaced:

- All floor coverings must be swept, mopped or vacuumed accordingly
- All windows, sills, & ledges, blinds/drapes, and screens must be dusted and cleaned of all webs and film to include
- Clean all surfaces that collect dust and fingerprints: walls, baseboards, chair rails, light/outlet covers, doorbell, smoke alarms, etc.
- Ensure that ALL smoke alarms are in working order (add fresh batteries if needed)
- Light bulbs: replace all out / missing / different; must be replaced with appropriate bulbs (designer, florescent, standard)
- Clean all globes and covers for light fixtures (bugs, dust, etc.)
- Clean all ceilings and vents of dust and webs. Clean all ceiling fans; include light fixtures, blades, motor casing.
- Clean thoroughly, bath tubs/shower stalls; vanities (& drawers); toilets (seat, bowl & tank); mirrors; medicine cabinets; clean exhaust fan cover and blades. Clean any area that needs attention (dust, dirt, soap scum, mold, etc.) If you installed a soft/cushy toilet seat in bathroom, please replace with correctly sized/color standard seat.
- Clean kitchen: sink, faucet, and sprayer. Run warm water and bleach through garbage disposal. Clean counter tops.
- Vacuum / wipe cabinets inside / outside / top removing any grease, dirt, and handprints. Do not leave any items behind such as trash, food, cleaners, chemicals, etc. Remove any contact paper/liners/roach traps/child proof locks from cabinets.
- Clean refrigerator / freezer-inside / outside / top / underneath / backside / both fridge & freezer seals. Remove all items.
- Remove items and clean dishwasher inside and out; include lip & interior of door, soap dispenser, etc.
- Clean exhaust hood of any food stains/greasy residue on top and underneath; remove and clean exhaust filter and light cover, replace.
- Clean stovetop / underneath / control panel and dials. Replace stove pans (& rings where applicable) with correct pans.
- Clean oven; include door, glass (where applicable), handle, too!
- Clean a/c vent grill, replace filter, clean closet of any accumulated dust
- Clean out/sweep all storage areas of any personal items; closets, nooks, etc.
- Clean out dryer vent of any lint build-up (a vacuum is usually the best route)
- Mow grass (within 2 days of turning in keys), trim hedges, edge walk ways. Remove any yard debris, trash, and personal belongings; leaving exterior looking good (**If you are an early termination, you are responsible for the yard upkeep until the property is leased)
- Clean out garage of any personal items, sweep flooring, clean windows, wipe down door, knock down any cobwebs, etc
- Make sure lawn pump is left in working condition; if questionable, please notify the office immediately.

YOU DO NOT HAVE TO LEAVE POWER/WATER ON. SHOULD UTILITIES BE REQUIRED FOR CLEANING OR REPAIRS DUE TO TENANT NEGLIGENCE, THE EXPENSE WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT

KEYS/GARAGE DOOR OPENERS: Upon vacating the property all keys and garage door openers should be returned to our office. The inspection will be scheduled once we receive the keys; tenants are not present during the inspection.

SECURITY DEPOSIT REFUND: Your deposit refund will be mailed to your forwarding address via certified mail within 30 days.

We hope this information is helpful when you begin to prepare for your move. If you have questions or concerns regarding our policies, please contact our office within a reasonable period of time. Thank you for your cooperation. Good luck with your move.