

# Property Standards

The upkeep and condition of your rental property is of vital importance. Alpha Dimension Properties Inc. is known for clean, well kept homes. The better the sooner we can have it rented. Because your home is video-taped before move-in, there is proof of the condition of your home before a tenant moves in. According to our lease, the tenant is required to leave the property in the same condition as they received it (minus normal wear and tear). Therefore, we can charge the tenant, if the property is not left in the same condition as when initially rented. When the tenant moves out, according to our lease, they must pay for the re-key for the next tenant out of their security deposit. Carpet cleaning also applies under these same conditions.

Please read and initial the attached Cleaning Checklist and Instructions to fully understand how the property must be before a move-in. If you do not have time to clean the property yourself before vacating, we will certainly get that done for you. Below is a list of items that must be completed at your expense before a tenant moves in. Again, if you are not able to complete these items, we can have them done for you at your expense.

## General

- All personal items and trash MUST be removed from the property. This would include, but is not limited to, toilet paper, shower curtains and rings, fireplace tools, hangers, plungers, hoses, ladders, doormats, yard tools and cleaning supplies. If owner prefers to leave any of these items, Management must agree to it in writing and is not responsible for any items that go missing during tenancy. We will not keep track of these "personal items" and by leaving them on site, it encourages Tenants to leave similar items behind, which will become clutter. Therefore, it is Alpha Dimension Properties Inc. policy to ensure all personal items and trash are removed from the home.
- DO leave any designated items for the property organized and well-marked (Paint, instruction books, etc)
- Leave special instructions in easy to find areas
- Refer to the Alpha Dimension Properties Inc. "Cleaning Checklist and Instructions" for our cleaning standards

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## Interior

- Fill any nail and screw holes in walls and touch-up paint or re-paint if needed
- Have wood-burning fireplace chimney cleaned and inspected
- Make sure vinyl is not coming up and carpet is not in need of stretching or repair
- Sweep patios, decks, garage, storage units and steps
- Replace burned out light bulbs (don't forget the oven, vent hood and refrigerator)
- All light covers and globes must be in place and free from cracks
- Replace any "CLF style" light bulbs with regular incandescent bulbs due to the potentially dangerous levels of mercury in the CLF bulbs
- Make sure that all outlets, light fixtures and switches are working

- Replace any cracked, broken or missing outlet and switch covers
- Stairs and railings inside and out must be secure
- No mice, rat or insect infestation
- Do wood trim, banisters and or cabinets need Minwax or varnish?
- "Tag" the shut off for the water main
- "Tag" the water heater shut off valve
- Change batteries in smoke detectors. At a minimum, a smoke detector needs to be on each level of the house
- A Carbon Monoxide Detector is mandatory within 15 feet of every "sleep area." We prefer the plug-in type with a digital read-out and battery back up
- Don't forget to leave all remotes to include garage, fireplace, fans, etc.
- Does the doorbell work?
- No interior door keyed door knobs are allowed

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**Windows/Doors**

- Are there window covering in all windows of critical areas? Are they clean?
- Replace broken glass/windows
- Make sure windows in every room operate properly and screens are attached.
- Replace any ripped or torn window screens
- Do all of the window and door locks work?
- Door steps are needed for all doors
- Doors and garage doors: All exterior doors to be in sound condition and weather tight

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### Bathrooms/Kitchen

- Install shower curtain rods if there are none
- Replace all caulking and missing or crumbling tile grout
- Make sure that all plumbing is working properly, drains properly and is leak free. View basement or crawl spaces where general incoming and outgoing piping exists for moisture
- Check garbage disposal for property operation (also the rubber splash guard)
- Kitchen sink stopped needed
- Fix any running toilets

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### Appliances

- Check all appliances for proper working condition
- Replace the refrigerator/freezer water filter if applicable
- Humidifiers: If not working, must be removed or clearly stated in lease and on the equipment that it is not working and will not be repaired
- Replace furnace filter (please leave extras) and have furnace inspected
- Water heater must have pressure relief valve and downward discharge pipe

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### Exterior/Yard

- Final clean-up on yard-remove decorative yard items (trim bushes and trees as needed)
- Yard mowed within 3 days of (move-in/move-out) and weed free
- Clean cobwebs from exterior and check outside lights
- Exterior lighting is to be provided where hazards may exist. All fixtures must be in working order. If 110 lighting is provided, it should be in working order or removed
- Replace burned out light bulbs
- All light covers and globes must be in place and free from cracks
- Replace any "CLF style" light bulbs with regular incandescent bulbs due to potentially dangerous levels of mercury in the CLF bulbs
- Are hoses disconnected from spigots in winter? (remove hoses)

- Sprinkler systems properly shut down for winter? Turned on and programmed for summer?
- Check gutters for blockage, leaks and proper drainage. Are splash-blocks in place?
- Are there any roof leaks?
- Any trip and fall hazards on the exterior?
- Stain decking and fences as needed (check for sturdiness)
- The exterior should have no flaking or chipping paint

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**If any of the above items are not completed, Alpha Dimension Properties Inc. has the authority to complete at owner's expense. If prompt payment is not received, it may be deducted from rents received.**

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**Owner**

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**Inspector**

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**Date**