



Guardian Property Management

ADDENDUM #4 TO RESIDENTIAL RENTAL CONTRACT

CHECK OUT REQUIREMENTS

This Addendum is attached to and a part of the Residential Rental Contract dated _____ between _____ (hereafter referred to as “Owner”), through Guardian Property Management (hereafter referred to as “Agent”), and _____ (hereafter referred to as “Tenant”) of the real property commonly known as _____

hereby agree to the following:

1. Check-out inspections of properties are performed Monday through Friday during normal business hours, and are only done when the Tenant has surrendered possession of the property. Tenant will notify Agent of the date they will surrender possession at least one week in advance.
2. Tenant understands and agrees that at the time Tenant turns the keys to the Premises in to the Agent, Tenant will have completely removed Tenant’s belongings and complied with the items in this Addendum and will be ready for the move out inspection. If the Agent discovers repair and/or maintenance items on the move-out inspection for which Tenant is responsible, appropriate people/companies will be asked to quickly correct tenant deficiencies.
3. Remove all personal items and trash from property, storage areas, and yard. Do not leave any cleaners, lawn furniture, or any other removable items.
4. Carpets must be professionally steam-cleaned with a truck mounted machine, and receipt of such cleaning must be turned in Agent when you turn in the property keys. The carpet cleaning should be done after all house cleaning and other check-out preparations are completed. Should you fail to turn in a receipt, the Agent will have the carpets cleaned and Tenant will be responsible for the expense.
5. Wash all walls carefully. Pay special attention to areas around light switches, hallways and doorways. This should also include washing wallpaper areas and woodwork. Remove nails. Try any magic erasers, etc. on a hidden spot to see if paint peels or discolors. If it does STOP!!!
6. Wash all ceiling fans and light fixtures thoroughly. Light globes should be removed and washed thoroughly, and exterior fixtures should be washed and all bugs removed. Replace any burned-out light bulbs. There will be a flat fee of \$40.00 for our repairmen to replace any light bulbs.

Tenant Initials _____

Agent Initials _____

7. Clean all windows and secure all windows and screens. Clean all sills, tracks and patio door tracks. Mini blinds and curtains should be cleaned. Any cobwebs should be removed. Ensure that all windows open, close, and lock properly. Provide key to bars if needed.
8. Make arrangements to have your trash/garbage picked up before you discontinue service. You will be charged if we have to haul away trash. Leave a clean trash can (if provided by city).
9. Leave new air filters in all return vents. There will be a flat fee of \$40.00 for our repairmen to replace any filters. All floor heating/AC vents should be cleaned and ductwork inside vacuumed out. Dust the return cover.
10. Clean the fireplace of ashes and dust.
11. Tenants are not authorized to paint any portion of the home without the expressed written consent of the Agent before the work is begun. Most marks on the walls can be removed by washing with liquid cleaner. Any painting required, other than ordinary wear and tear, will be contracted through the Agent and performed by a professional painter. If painting is required for any reason other than normal wear and tear you will be responsible for the expense.
12. Wipe down all door facings, door frames, door tops, and outlet covers.
13. Dust ceiling and baseboards so that they are free of dust and cobwebs.
14. Replace batteries in all smoke detectors and carbon monoxide alarms except where the alarm is a tamper-resistant, 10-year lithium battery smoke alarm.
15. Notify Agent of any leaky faucets or runny toilets. Be sure to leave everything in proper working order.
16. Clean kitchen, including sink. Pull out refrigerator and clean the floor behind. Leave refrigerator unplugged and open. Empty ice maker and clean refrigerator shelves, bins, door and underneath bins. Clean dishwasher shelves and door and run through rinse cycle. Clean inside stove including racks, drawer underneath. Install new burner drip pans and clean under burners. Clean exhaust hood, fan and filter. Don't use oven cleaner in self cleaning ovens. Clean all cabinets, in and out, including handles and knobs.
17. Clean and disinfect the bathrooms thoroughly. Clean toilet bowls and basins. Clean out all medicine cabinets, vanity drawers, etc. and wipe down. Attention should be given to the handles and knobs. Remove old shelf liner. Clean showers and tubs so that they are free of dirt & grime. Any ceramic tile baths should be cleaned with a brush and a product, such as Tilex, to remove any mildew. Please be very careful with bleach.
18. Vacuum interior and closets, remove any bugs and cobwebs. Sweep and mop all vinyl floors. Do not use wax on vinyl floors.

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19. Sweep and polish hardwood floors.
20. Mow, rake and trim, edge, pull weeds, haul debris from the property. Clean driveways, walkways, gutters, and patios.
21. Clean rain gutters and clean roof. Pick up all trash in yard.
22. Clean out garage and remove all items. Sweep floors and remove any cobwebs, etc. Clean any oil stains on pavement.
23. Provide rental office all keys at move out. Leave garage door openers, pool cards, mailbox keys and parking passes in a kitchen drawer. Be sure to have keys for all locks you were given keys for.
24. Please read all directions on any cleaning product before using and use according to directions.
25. Leave all operator manuals you received in kitchen drawer.

This addendum, upon its execution, is herewith made an integral part of the aforementioned Residential Rental Contract.

Tenant: _____	Date: _____
Tenant: _____	Date: _____
Agent: _____	Date: _____