

# RENTAL AGREEMENT ADDENDUM

## Realty Management Associates, Inc., CRMC®

### Move-Out Requirements Check-List

Upon Termination of tenancy the Tenant agrees to deliver the Premises in clean and well maintained condition, less normal wear and tear. This checklist is provided to aid the Tenant in preparing the Premises to maximize the return of the security deposit. This list is for your convenience, however there may be items not mentioned that are necessary conditions for a satisfactory move out.

#### Rent Proration:

Your 45-day written notice was received on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, with an anticipated move-out date of \_\_\_\_\_, therefore the rent proration due is \$\_\_\_\_\_. This rent amount is due on or before the first day of \_\_\_\_\_, \_\_\_\_\_ and may not be deducted from the security deposit. Further, this rent shall be subject to late charges if not paid per the terms of the Rental Agreement.

#### Carpets:

**Do not clean carpets.** Realty Management Associates, Inc. (RMA) will arrange for professional carpet cleaning and deduct the appropriate charge from your security deposit. See the Rental Agreement for details. (Note: The carpet-cleaning fee on your Rental Agreement is only an *estimate*; the actual charge may vary.)

#### General - Detailed Cleaning:

1. \_\_\_ **Windows** - Wash all windows, tracks and screens. (Inside and outside)
2. \_\_\_ **Light fixtures** – clean globes, outlet covers and replace light bulbs.
3. \_\_\_ **Cabinets** – clean kitchen and bathroom cabinet faces, shelves, drawers and counter tops.
4. \_\_\_ **Bathrooms** – clean sinks, showers, toilets, bathtubs and faucets (including hard water stains).
5. \_\_\_ **Appliances**
  - a. **Refrigerator/Freezer (defrost)** – inside and out, clean underneath.
  - b. **Stove/Oven/Range Hood** – burners, clean underneath, and replace drip pans.
  - c. **Dishwasher** – inside ledge, face, knobs, etc.
  - d. **Washer/Dryer** – clean underneath, inside lid, empty lint filter, etc.
6. \_\_\_ **Baseboards, doors and walls** – wipe clean.
7. \_\_\_ **Floors** – sweep and mop, including edges near cabinets.
8. \_\_\_ **Blinds/Curtains** – blinds left dirty/dusty are sent out for professional cleaning.
9. \_\_\_ **Garage/Storage/Patio** – sweep floor, dust, shelves, and clean oil stains from driveway/floor.
10. \_\_\_ **Cobwebs** – remove around doors, under eaves, and near ceilings (inside and out).
11. \_\_\_ **Trash** – Haul to bagged or canned trash to curb. Large items left behind, including at or near dumpsters will be charged against your deposit. (Trash companies do not pick up furniture)
12. \_\_\_ **Personal Property** – Do not leave personal property at the Premises. Personal property item left behind will be considered abandoned and disposed of at Tenant's expense.

#### General Maintenance:

1. \_\_\_ Change or clean **furnace filter**.
2. \_\_\_ Change **Smoke Detector batteries** (Notify RMA of completion to avoid being charged).
3. \_\_\_ Replace all burnt or missing light bulbs.
4. \_\_\_ Repair all broken or cracked windows.
5. \_\_\_ Check all drains/disposal for hair, food, etc. and clear.
6. \_\_\_ **Do not spackle nail holes**. As per Rental Agreement, large nails, molly bolts, anchors or excessive nail holes of any size are not allowed; this would facilitate repair and painting of any wall damage, which may be charged against your deposit.
7. \_\_\_ **Yard care**– as per Rental Agreement, mow lawn, pull weeds, remove dead plants, and prune, within 3 days of move-out.

**Specific Charges:** Tenant agrees to pay for cleaning, maintenance and damage charges not performed at the termination of tenancy. The following details a partial list of common charges for typical clean, maintenance and repairs. Realty Management Associates will charge a maintenance supervision fee equaling 10% of charged maintenance costs, plus a \$50.00 inspection fee for each property inspection.

1. General Cleaning: \$55.00 per hour, plus material cost.
2. Window Cleaning: \$9.00 per window, \$85.00 minimum.
3. Blind Cleaning: \$12.50 per blind, \$95.00 minimum.
4. Furnace Filter clean/change: \$39.00 minimum charge.
5. Smoke Detector Batteries: \$9.00 per battery, \$39.00 minimum charge.
6. Paint Touch-up: \$45.00 per wall, \$125.00 minimum charge.
7. Landscape Maintenance: \$65.00 per hour, plus materials, \$150.00 minimum charge.
8. Hauling: \$39.00 per hour, plus dump fees and materials. \$125.00 minimum charge.
9. Keys and Locks: \$39.00 per hour, \$75.00 minimum charge.
10. Garage Door Controls: \$45.00 per controller replaced.
11. Carpet Damage: Actual cost of replacement.
12. Vinyl Damage: Actual cost of replacement.
13. Broken Windows: Actual cost of replacement.
14. Plugged Drains: \$85.00 per hour, \$200 minimum charge.

**Other Requirements/Information:**

1. **Forwarding address** – No deposit refund will be delivered without complete forwarding address information and are written to all persons listed on the Rental Agreement.
2. **Keys** – All keys must be returned to the RMA office. Rent obligation and possession of the dwelling continues until keys are surrendered. A re-keying charge will be charged if the keys are not returned timely. Leave garage remote controls on the kitchen counter of the property.
3. **Charges Against Deposit** – All charges against deposits for repairs and cleaning will be subject to a 10% surcharge, plus re-inspection fees.
4. **Right to Show Property** – During the last 30 days of the tenancy, RMA may show the property to prospective tenants, with prior notification. If you have changed the locks during your tenancy, please notify and provide RMA with a key to avoid a re-keying charge.
5. **Change in Move-out Date** – RMA must be notified in writing of any change in your moving date. Rent for the extension period must be paid in advance. Re-inspection fees will be charges should RMA not be notified of move-out dates and an inspection has to be re-scheduled.
6. **Receipts** – If you have replaced or repaired any items in accordance with these requirements, please supply RMA with written notification as well as receipts for purchase of said items. Maintenance performed by the Tenant will not be validated without documentation, and may be charged against your security deposit.

**Refund of Deposit:**

The deposit and a statement of account will be mailed within 30 days. Any dispute of RMAs' disposition of deposit must be in writing, signed and dated by the Tenant. Said dispute will be addressed within 30 days of receipt. Items not noted on the Move-In Inspection Form at the beginning of your tenancy, *will be charged against your deposit, if not completed.*

This checklist has been presented and discussed at the inception of this tenancy. A copy of this checklist will be mailed at the time a written 45-day notice is delivered to Realty Management Associates, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant