

ADDENDUM #2 TO RESIDENTIAL RENTAL CONTRACT
CHECK OUT REQUIREMENTS

In reference to the Residential Rental Contract between _____, Owners through their Agents Townsend Real Estate, and Tenants _____, of the real property commonly known as _____, the undersigned hereby agree to the following:

Check-out inspections of properties are performed Monday through Friday during business hours, and are only done when the tenant has surrendered possession of the property. Tenant will notify Townsend Rental of the date they will surrender possession at least one week in advance.

All your possessions, including personal items, must be removed from the property before an inspection can be made. You agree to leave utilities on for three work days (Monday-Friday) after move-out so that the inspection can be done. If the property manager discovers repair and/or maintenance items on the move-out inspection for which you are responsible, appropriate people/companies will be asked to quickly correct tenant deficiencies. You are responsible for rent and utilities until the tenant deficiencies are corrected.

To prepare for the move-out inspection, you should do the following:

1. Remove all personal items and trash from property, storage, and yard.
2. Clean appliances and replace filters. Refrigerator should be pulled away from wall, and the floor and area behind cleaned thoroughly. Also, clean refrigerator seals and all equipment inside.
3. Clean all cabinets, in and out, including kitchen and bathrooms. Attention should be given to handles and knobs.
4. Carpets must be professionally steam-cleaned, and receipt of such cleaning must be turned in to Townsend Rentals when you turn in 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, Townsend will have the carpets cleaned and you will be responsible for that 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.
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.
7. Clean all windows and secure all windows and screens. Clean all sills, tracks and patio door tracks. Mini blinds should be washed. Any cobwebs should be removed.
8. Clean and disinfect the bathrooms thoroughly. 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.

9. Mow, rake and trim, edge, pull or spray weeds, haul debris from the property. Clean driveways, walkways, gutters, and patios.
10. Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
11. Make arrangements to have your trash/garbage picked up before you discontinue service. You will be charged if we have to haul away trash.
12. All floor heating/AC vents should be cleaned and ductwork inside vacuumed out.
13. If you have a wood-burning fireplace, contact a chimney sweep to perform an inspection of your fireplace, and turn in the receipt of such cleaning to Townsend Rentals when you turn in keys. If you have used the fireplace, expect that the chimney sweep will have to clean the chimney and firebox in order to do the inspection. In that case, you will also incur a chimney cleaning charge in addition to the inspection fee.
14. Please be reminded that tenants are not authorized to paint any portion of the home without the expressed consent of the owner before the work is begun. Most marks on the walls can be removed by washing with liquid cleanser. Any painting required, other than fair wear and tear, will be contracted through the office and performed by a professional painter.

There will be a flat fee of \$20.00 for our repairmen to replace any light bulbs and A/C filters. The tenant will have two working days to correct any problems and bring the needed materials to our office. You will be responsible for rent until these problems are corrected.

Contrary to popular belief, property management companies do not benefit by damage deposits. If we have to hold a deposit to complete repairs or cleaning, it requires much more work and lost time on our part. If the first inspection is not passed, the tenant is charged additional rent and a \$50.00 re-inspection fee. In addition, hard feelings always result from having to use all or part of the Security Deposit.

Our job is to protect the owner's investment, and to care for his/her property as if it were our own. We have enjoyed your tenancy with us. Mortgage companies and landlords, as well as credit bureaus, are constantly contacting us for credit recommendations.

Should you need assistance in locating cleaning, repair, or carpet cleaning professionals, please contact us. Thank you for your cooperation.

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

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