



586 MARSHLANDING PARKWAY, JACKSONVILLE BEACH FLORIDA 32250  
PHONE: 904-955-3609; FAX: 866-433-9843

## Tenant Information and Instructions

Please read and retain for future reference

*It is our pleasure to welcome you to your New Home!!!*

Property management is our business and we firmly believe that the best way to be successful is to give our Owners and their Tenants fair, business-like and courteous service.

*We would like to make you familiar with some of our obligations, responsibilities and policies, so that we will maintain open communication during tenancy.*

**We are managers for the owners of rental properties and are bound by legal contracts with them, as well as with you our tenants, in most actions we take.**

We feel if you are familiar with our responsibilities to the owners and of our company policies, most misunderstandings between us will be avoided. However, both parties to any lease or rental transaction have certain obligations and responsibilities. These obligations do not lie solely with the Landlord or the Property Manager.

You are requested to read the entire Lease Agreement that you have signed or will sign with us. It is a legal document and is binding on all parties who have signed it. We, as Property Managers, have no authority to deviate from this contract.

**We will be very happy to answer your questions about it, but you are requested not to ask us breach any of its covenants.**

**THE NEW RESIDENT HANDBOOK AND ALL CONTAINED HEREIN ARE AN ADDENDUM TO AND IN ADDITION TO AND MADE PART OF THE LEASE AGREEMENT AND IN THE EVENT THERE IS ANY CONFLICT BETWEEN THE LEASE AND THIS ADDENDUM, THE PROVISIONS OF THIS ADDENDUM SHALL GOVERN.**

# **MAINTENANCE OF YOUR HOME**

There are certain problems that can be avoided by using a normal amount of care and attention resulting in fewer maintenance calls and aggravation to you, the resident. You are expected to take care of the following:

**Please refer to this list prior to submitting a maintenance request. A request submitted due to misuse or neglect could result in a personal liability for expenses incurred.**

## **AIR CONDITIONER:**

Change filter in heat/ac unit **monthly** or wash if reusable filter with garden hose. Clean drain line to prevent clogging, causing water damage. Remove white PVC cap at A/C unit and mix in a gallon jug, white vinegar with hot water 1 part vinegar to two parts water and pour it down the drain line every month to clean the drain.

## **BREAKERS:**

Check breakers first if electrical items or A/C in your home do not turn on. It may be necessary to check the outside breaker above the A/C unit if the unit outside is not running. GFI outlets are located near the faucets in the bathroom and kitchen and in the garage. *Older homes in the garage only.* If either of these outlets stop working, please be sure you reset ALL GFI's.

## **DISHWASHERS:**

If your dishwasher is not cleaning properly these fixes may help. Clean the drain screen in your dishwasher to be sure that water circulates freely in the washer. Use liquid soap (instead of powdered), to ensure that the soap is used during the cycle and doesn't cake up in the soap holder.

## **DRIVEWAYS:**

Driveways and garage floors should not be exposed to oil leaks or other automotive fluids, as these are difficult and costly to remove.

## **GARBAGE DISPOSAL:**

Remember, if you can't chew it, neither can the garbage disposal. Please check the reset button under the bottom of the disposal if it will not turn on. If the garbage disposal should jam, turn off the main power to the unit panel and grab your disposer wrench, or a broom handle. You can purchase a disposer wrench at most home stores, but a broom handle works just as well. Use the wrench or the broom handle to force the cutting wheel to move-either left or right, until it moves freely. At this point you can reach in and extract the object that caused the jam. If our repairman determines the unit is inoperative due to unapproved object, you will be expected to pay for the repair. Always remember to run cold water when using the disposal.

## **HOT WATER HEATER:**

If you do not have any hot water, or only warm water, first check the circuit breaker to see if it has been tripped. Turn the breaker off then on and wait approximately 30 minutes and check to see if you have hot water. You should also check the upper panel on the hot water heater itself, provided the circuit breaker was not tripped. You will need to unscrew the two screws holding the panel in place and check to see if the

breaker/switch inside has tripped. If you have hot water, but it is not hot enough for you, open the bottom panel and raise the water temperature to the desired setting.

**LAWN CARE:**

Unless otherwise specified in the lease, lawn care; including mowing, edging, weeding, fertilizing, irrigation and care of the existing shrubbery are the responsibility of the LESSEE.

If lawn care is paid for by the LESSOR, it is the responsibility of the LESSEE to notify the property manager of any problems concerning the irrigation system, dry areas in the lawn or pests in the lawn or on the shrubbery.

**PEST CONTROL:**

Unless otherwise specified in the lease, pest control is the responsibility of the resident. Termites are the responsibility of the LESSOR.

**PLUMBING STOPPAGES:**

Please plunge all stoppages to see if the problem can be cleared prior to calling for service. If it is determined that an item, or items that are not recommended to be flushed were flushed, you will be expected to pay for the repair to clear the drain.

**PORCHES, PATIOS:**

These areas should be kept clean and free of clutter, webs and nest.

**REFRIGERATOR:**

There is a drain pan under most refrigerators, which must be emptied from time to time to avoid water damage to the kitchen floor. Keeping the door closed is important in maintaining the proper temperature. If your refrigerator doesn't seem to be keeping food as cold as usual, check the coils before calling for repairs. You will find the coils behind a grill at the bottom or top of the refrigerator. **Remove dust and lint from the coils with the hose attachment from your vacuum cleaner.** This is a good practice to perform on a monthly basis, since it prevents compressor burn out, which is very expensive to repair.

**ICE MAKERS**

If your refrigerator has an icemaker or cold water dispenser, it likely has a water filter. A dirty filter not only is not appetizing, but it will clog and could damage the icemaker. Change your water filters every six months or as suggested in the manual.

**SEPTIC SYSTEMS:**

Do not flush sanitary products down the toilet.

**SMOKE DETECTOR:**

Resident agrees to check the smoke detector(s) monthly. It is necessary to push the "push to test" button on the detector for about five seconds. To be operating properly, the alarm will sound when the button is pushed. If it is battery operated, it will be the responsibility of the LESSEE to replace the batteries. If after replacing the batteries the smoke detector(s) will not operate, LESSEE must inform LESSOR immediately in writing.

**WINDOWS/SCREENS:**

Any broken glass or torn or bent screens are the responsibility of the LESSEE.

## **WELCOME TO YOUR NEW HOME!**

We would like to remind you that our normal office hours are Monday through Friday 9 a.m. to 5 p.m. We are on call after hours, weekends & holidays for

### **EMERGENCIES ONLY.**

If you are calling during office hours and have an emergency, please call 904-955-3609. If you are calling after hours and have an emergency, please call your Property Manger direct. Leave a detailed message as to the emergency along with your address and phone number. A property manager will return your call promptly.

### **EMERGENCIES ARE DEFINED AS:**

- FIRE (CALL 911 FIRST)
- FLOOD OR OTHER WATER DAMAGING INTERIOR
- SEWER BACKING UP INTO THE HOUSE
- REFRIGERATOR NOT COOLING
- NO HEAT IN WINTER WHEN TEMP. FALLS BELOW 40 DEGREES **OR WHEN CHILDREN, ELDERLY OR ILL OCCUPY THE RESIDENCE**
- TOILET WON'T FLUSH (**ONLY IF HOME HAS ONLY ONE TOILET**)
- A/C NOT COOLING IN SUMMER WHEN TEMP. EXCEEDS 85 DEGREES (**& IT IS A SINGLE ZONE HOME**) **WHEN CHILDREN, ELDERLY OR ILL OCCUPY THE RESIDENCE**
- TOTAL LOSS OF POWER FOR A PERIOD OF OVER 2 HOURS **OR WHEN CHILDREN, ELDERLY OR ILL OCCUPY THE RESIDENCE** (AFTER ALL BREAKERS HAVE BEEN CHECKED INSIDE & OUT)

**NON-EMERGENCY MAINTENANCE REQUESTS ARE TO BE MADE DURING  
OFFICE HOURS AND IN WRITING**

**NEW**

**Maintenance Requests can now be submitted on-line.  
A link to your "Tenant Portal" portal will be e-mailed to you.**

OR, by using the maintenance request form included in this Handbook:

Requests can be e-mailed to:

[maintenance@lifestylesrentals.com](mailto:maintenance@lifestylesrentals.com)

ATTENTION MAINTENANCE

or fax to:

Lifestyles Rental Services Inc

866-433-9843

ATTENTION MAINTENANCE

Management assumes no responsibility for maintenance requests made in any other form

For example: Phone or Text

**HAVE YOU RECEIVED YOUR TENANT PORTAL LINK ???**

**LIFESYTTLES RENTAL SERVICES INC**

PROPERTY MANAGEMENT DIVISION

MAINTENANCE REQUEST

Fax Request to 866-433-9843

Or email to [maintenance@lifestylesrentals.com](mailto:maintenance@lifestylesrentals.com)

DATE: \_\_\_\_\_

TENANTS NAME: \_\_\_\_\_

TENANTS PHONE #: \_\_\_\_\_ WORK #: \_\_\_\_\_

CELL#: \_\_\_\_\_ OTHER CONTACT#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

Describe problem and anything you tried to resolve it:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**For Administration ONLY**

ESTIMATE:

SPECIAL INSTRUCTIONS:

## **MOLD ADDENDUM**

### **MOLD:**

Mold consists of naturally occurring microscopic organisms which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. The mold spores spread through the air and the combination of excessive moisture and organic matter allows for mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects and/or allergic reactions. Not all mold is readily visible, but when it is, can often be seen in the form of discoloration, ranging from white to orange and from green to brown and black, and often there is a musty odor present. Reducing moisture and proper housekeeping significantly reduces the chance of mold and mold growth.

### **CLIMATE CONTROL:**

Tenant(s) agree to use all air-conditioning, if provided, in a reasonable manner and use heating systems in moderation and to keep the premises properly ventilated by periodically opening windows to allow circulation of fresh air during dry weather only.

**OWNER OR AGENT RECOMMENDS THAT AIR CONDITIONING IS USED AT ALL TIMES.**

### **TENANT(S) AGREE TO:**

- KEEP THE PREMISES CLEAN AND REGULARLY DUST, VACUUM AND MOP.
- USE HOOD VENTS WHEN COOKING, CLEANING AND DISHWASHING
- KEEP CLOSET DOORS AJAR
- AVOID EXCESSIVE AMOUNTS OF INDOOR PLANTS
- USE EXHAUST FANS WHEN BATHING/SHOWERING AND LEAVE ON FOR A SUFFICIENT AMOUNT OF TIME TO REMOVE MOISTURE
- USE CEILING FANS IF PRESENT
- WATER ALL INDOOR PLANTS OUTDOORS
- WIPE DOWN ANY MOISTURE AND/OR SPILLAGE
- WIPE DOWN BATHROOM WALLS AND FIXTURES AFTER BATHING/SHOWERING
- WIPE DOWN ANY VANITIES/SINK TOPS
- AVOID AIR DRYING DISHES
- NOT "HANG-DRY" CLOTHES INDOORS
- OPEN BLINDS/CURTAINS TO ALLOW LIGHT INTO PREMISES
- WIPE DOWN FLOORS IF ANY WATER SPILLAGE
- HANG SHOWER CURTAINS INSIDE BATHTUB WHEN SHOWERING
- SECURELY CLOSE SHOWER DOORS IF PRESENT
- LEAVE BATHROOM AND SHOWER DOORS OPEN AFTER USE
- USE DRYER IF PRESENT FOR WET TOWELS
- USE HOUSEHOLD CLEANERS ON ANY HARD SURFACES
- REMOVE ANY MOLDY OR ROTTING FOOD
- REMOVE GARBAGE REGULARLY
- WIPE DOWN ANY AND ALL VISIBLE MOISTURE
- WIPE DOWN WINDOWS AND SILLS IF MOISTURE PRESENT
- INSPECT FOR LEAKS UNDER SINKS
- CHECK ALL WASHER HOSES IF APPLICABLE

- REGULARLY EMPTY DEHUMIDIFIER IF USED

**TENANT (S) SHALL REPORT IN WRITING**

- VISIBLE OR SUSPECTED MOLD
- ALL A/C OR HEATING PROBLEMS OR SPILLAGE
- PLANT WATERING OVERFLOWS
- MUSTY ODORS, SHOWER/BATH/SINK/TOILET OVERFLOWS
- LEAKY FAUCETS, PLUMBING, PET URINE ACCIDENTS
- DISCOLORATION OF WALLS, BASEBOARDS, DOORS, WINDOW FRAMES, CEILING
- MOLDY CLOTHING, REFRIGERATOR AND A/C DRIP PAN OVERFLOWS
- MOISTURE DRIPPING FROM OR AROUND ANY VENTS, A/C CONDENSER LINES
- LOOSE, MISSING OR FAILING GROUT OR CAULK AROUND TUBS, SHOWERS, SINKS, FAUCETS, COUNTERTOPS, CLOTHES DRYER VENT LEAKS
- ANY AND ALL MOISTURE

**SMALL AREAS OF MOLD:**

If mold has occurred on a small non-porous surface such as ceramic tile, formica, vinyl flooring, metal or plastic and the mold is not due to an ongoing leak or moisture problem. Tenant agrees to clean the areas with soap (or detergent) and a small amount of water, let the surface dry, and then within 24 hours apply a non staining cleaner such as Lysol Disinfectant, Pine-Sol Disinfectant (original pine-scented), Tilex Mildew Remover, or Clorox Cleanup.

**TERMINATION OF TENANCY:**

Owner or agent reserves the right to terminate the tenancy and TENANT(S) agree to vacate the premises in the event owner or agent in its sole judgment feels that either there is mold or mildew present in the dwelling unit which may pose a safety or health hazard to TENANT(S) or other persons and/or TENANT(S) actions or inactions are causing a condition which is conducive to mold growth.

**INSPECTIONS:** TENANT(S) agree that Owner or agent may conduct inspections of the unit at any time with reasonable notice.

**VIOLATION OF ADDENDUM:** IF TENANT(S) FAIL TO COMPLY WITH THIS ADDENDUM, Tenant(s) can be held responsible for property damage to the dwelling and any health problems that may result. Noncompliance includes but is not limited to Tenant(s) failure to notify Owner or Agent of any mold, mildew or moisture problems immediately IN WRITING. Violation shall be deemed a material violation under the terms of the Lease, and owner or agent shall be entitled to exercise all rights and remedies it possesses against TENANT(S) at law or in equity and TENANT(S) shall be liable to Owner for damages sustained to the Leased Premises. TENANT(S) shall hold Owner and agent harmless for damage or injury to person or property as a result of TENANT(S) failure to comply with the terms of this addendum.

**HOLD HARMLESS:** If the premises is or was managed by an agent of the Owner, TENANT(S) agree to hold Agent and its employees harmless and shall look solely

**to the property Owner in the event of any litigation or claims concerning injury, damage or harm suffered due to mold or mildew.**

## **FLORIDA STORM ADDENDUM TO LEASE**

### **TENANT'S OBLIGATIONS REGARDING PERSONAL PROPERTY:**

Tenant agrees the rental premises are located in an area that may be subject to storms, and as a result, it is necessary to take steps to protect one's personal property, including but not limited to securing objects that may become projectiles, keeping important documents in a location safe from damage, providing for the safekeeping of keepsakes, and obtaining appropriate insurance. Tenant understands that, even with precautions, damage to personal property, including vehicles, may occur.

### **RENTER'S INSURANCE:**

Tenant understands and agrees Landlord's insurance if any DOES NOT cover injury or death to Tenant's person or loss of any kind to Tenant's personal property or expenses incurred by Tenant due to a storm, including but not limited to, loss of perishables, interruption of water, electric, cable or other utility service, relocation expenses and/or temporary or permanent housing. Tenant agrees he or she has an affirmative obligation to obtain renter's insurance to cover losses in the event loss should occur to Tenant's person and/or personal property due to a storm. Failure by Tenant to obtain renter's insurance is done at the complete and total risk of the Tenant.

### **STORM PREPARATION:**

Once a tropical storm, hurricane, flood watch or warning is issued for a particular area and/or at the request of Landlord, Tenant agrees to take storm preparedness actions. Any injury to Tenant arising from storm preparation is the sole responsibility of the Tenant and not of Landlord. In the event of damage to Landlord's property due to Tenant's storm preparations, that damage will be the responsibility of Tenant. Tenants shall remove all authorized and unauthorized objects from the immediate premises that may become projectiles in a storm, such as deck chairs, potted plants, patio benches and any items on a balcony, lanai, patios and/or breezeways of the rental premises. These items should be placed inside the property and returned to the outside only when it is safe to do so. In no event, shall any motorcycle, scooter, gas grill, or other item containing gasoline or other fuel, be stored inside in the rental premises. These items must be removed completely from the premises.

### **MODIFICATIONS TO THE PREMISES:**

Tenant agrees no modification shall be made to the premises including but not limited to attaching storm shutters, plywood or other items over doors or windows, taping duct tape or any other type of tape to windows or screens or making any other modifications or attaching any item to the premises. If Tenant fails to abide by this provision, Tenant shall be in breach of the lease agreement, shall be responsible for any damages to the premises and subject to eviction by Landlord.



**STORM SHUTTERS:**

If the premises are not equipped with storm shutters, Tenant understands that no storms shutters will be provided and/or no measures shall be taken by Landlord to secure doors and or windows unless Landlord, in its sole discretion, decides to perform these tasks. Tenant agrees to hold Landlord harmless for any damage to person and or property due to the lack of storm shutters or Landlord's decisions to secure or not secure doors and/or windows. If storm shutters have been installed at the premises, or if Landlord secures door and/or windows, this shall not relieve the Tenant of the obligation of looking to his or her renter's insurance for coverage of any damages to property or person. Tenant agrees that installation of storm shutters or other means of securing doors and windows are not guarantees in any way that damage to the premises due to a storm will be minimized or will not occur.

**GENERATORS AND FLAMMABLE LIQUIDS:**

Tenant agrees that NO GENERATOR(s) WHATSOEVER shall be permitted to be used by Tenant on, in or near the premises. Severe hazards are associated with storing and operating a generator at the property, including injury and death to persons and damage to property. Tenant agrees that NO FLAMMABLE LIQUIDS shall be permitted to be stored on, in or about the premises including but not limited to gasoline, kerosene or propane.

**REMOVAL OF OR DISABLING OF GENERATORS BY LANDLORD:**

In the event Landlord is made aware that Tenant is in possession of or using a generator on, in or near the premises, Tenant by this document gives Landlord absolute permission to disable the generator and/or remove the generator from the premises without notice or further permission of the Tenant. Tenant agrees to hold Landlord, its agents, employees and assigns harmless for any damages suffered as a result of Landlord disabling and/or removing the generator from the premises. This includes damages to Tenant's personal property due to lack of electricity and /or damages to or loss of the generator itself.

**EVACUATION OF PREMISES:**

In the event a governmental entity orders an evacuation of the area, Tenant agrees to follow such evacuation orders. In the event Tenant fails to follow the evacuation orders, Tenant agrees that Landlord shall not be liable in any way for injury or death of Tenant or damage or destruction of Tenant's personal property, including vehicles.

**DAMAGE OR DESTRUCTION OF PREMISES:**

In the event the premises are damaged or destroyed by a storm, and in Landlord's sole judgment it is necessary for Tenant to vacate the premises due to a dangerous condition on the premises or for repair, reconstruction or demolition, Tenant agrees that Landlord

may terminate the tenancy. Tenant shall vacate the premises within the time period as designated by Landlord, and Tenant shall not be liable for any further rent under the terms of the lease agreement.

**LIABILITY OF LANDLORD:**

Tenant waives any liability or duty on the part of the Landlord for any damage to person or property should any occur due to a storm. Tenant agrees to indemnify Landlord should any third party institute an action for damages against Landlord due to damages caused to person or property by Tenant's personal property and/or Tenant's actions or inactions relating to such personal property. Such indemnity shall include attorney's fees and costs of Landlord incurred in any actions for damages by a third party.

**LANDLORD'S OBLIGATIONS:**

Tenant agrees Landlord has no obligation to install storm shutters and/or take measures to prevent wind, rain and/or other objects or projectiles from entering the premises in the course or event of a windstorm, flood, hurricane, hailstorm, tropical storm, or any other act of nature (hereinafter "Storm") that may strike in the area of or affect the premises rented by Tenant from Landlord. Tenant agrees Landlord has no duty to advise Tenant as to evacuation orders, potential or current storms, safety measures, storm-preparedness procedures, or storm recovery resources. Tenant agrees to use due diligence in keeping informed of the current and future weather.

**PLEASE NOTE: IMPORTANT! IMPORTANT! IMPORTANT**  
**INSTRUCTIONS FOR PAYING RENT**

Please review your options for paying your rent

- 1) Rent payments can be made online using online tenant portal and click on **“Current Tenants – Pay Rent Online”**

Single payments can be entered on this secured site using your account and routing number *OR* you can choose to set up your payments for automatic withdrawal each month.

- 2) Rent payments can be mailed to our *accounting* address at:

**Lifestyles Rental Services Inc  
586 Marshlanding Parkway  
Jacksonville Beach Florida 32250**

**Always note your property address in the memo portion of the check or money order to assure proper credit.**

**REMINDER...*Rent is due on the 1<sup>st</sup> of each month and late after the 3<sup>rd</sup>!***

If the 3<sup>rd</sup> falls on a weekend, please be sure that your payment is received by Friday during normal business hours or you will be assessed a late fee. There will be no exceptions! All late rents must be made in the form of certified funds as per your lease.

## Tenant Information Update

**It is imperative for all tenants to keep their information on file with us current and updated at all times. Please complete all upon move in and whenever changes occur for all adults residing at the above mentioned property and mail or fax back to us 866-433-9843 at your earliest convenience.**

Property address:

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### **Tenant 1:**

Name: \_\_\_\_\_

Home ph#: \_\_\_\_\_ Cell ph#: \_\_\_\_\_

Work ph#: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

*In case of emergency*

Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph #: \_\_\_\_\_

Address: \_\_\_\_\_

### **Tenant 2:**

Name: \_\_\_\_\_

Home ph#: \_\_\_\_\_ Cell ph#: \_\_\_\_\_

Work ph#: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

*In case of emergency*

Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ph #: \_\_\_\_\_

Address: \_\_\_\_\_

## INSPECTION GUIDELINES AND MOVE OUT INSTRUCTIONS FOR VACATING RESIDENTS

Below are the most important items we will be looking for during the walk-thru after a resident vacates. All of your furniture and personal items must be removed from the house before an inspection can be made. **Any items found not in compliance, regardless of condition upon move-in, will be deducted from your security deposit.**

Property are to be Professionally cleaned by The Swedish Cleaning Solutions 904-502-4904 or Restore 24, 904-733-2336 or Hugus Inc 904 641-3930 or other approved vendor upon Vacancy and **a copy of paid receipt Provided.**

### KITCHEN

- ✓ Cabinets and drawers wiped clean inside and outside
- ✓ Refrigerator – all shelves and drawers cleaned inside and outside. Exterior cleaned; pull out and clean behind and on sides, including floor underneath
- ✓ Icemaker emptied
- ✓ Stove – oven, broiler and/or pan drawer, stove top and under stovetop cleaned. Outside of stove cleaned, pull out and clean behind and on sides: **replace drip pans.**
- ✓ Vent hood – (above stove) must be free of any grease and grime. Be sure the filter is also clean.
- ✓ Dishwasher – wiped down inside and outside.
- ✓ Floor – freshly mopped; remove all scuff marks
- ✓ Pantry shelves wiped clean
- ✓ Clean sink, faucet, and counter tops

### BATHROOMS

- ✓ Cabinets and drawers wiped clean
- ✓ Shower, tub, tile, sink and toilet clean and free of soap scum
- ✓ Floors freshly mopped
- ✓ Medicine cabinet cleaned inside and mirror cleaned

### SCREENS AND WINDOWS

- ✓ Windows, porch area and sliding door screens in place and in good condition
- ✓ Sliding door tracks cleaned
- ✓ Window sills cleaned
- ✓ Windows secure and cleaned inside and outside

### CARPETS

- ✓ **Carpets are to be professionally cleaned by A and C carpet cleaners 904-642-0706 or Restore 24 904-733-2336 or other approved vendor upon vacancy and a copy of paid receipt provided.**
- ✓

### WALLS AND DOORS

- ✓ Doors and facings should be free of handprints and dirt and tops dusted. Touch up all scuff marks, fill nail holes and touch up or repaint **with matching paint**, **otherwise painting will be deducted from your deposit.**

### CONCRETE AREAS

- ✓ Garage and driveways free from oil and/or rust stains, garage swept
- ✓ Porch/patio are clean and mildew free

LAWN

- ✓ Grass freshly mowed, edged and watered just prior to move out
- ✓ Shrubs and flower beds weeded and properly trimmed
- ✓ Repair any pet damage to yard if necessary

EXTRAS

- ✓ A/C filters cleaned or replaced and vents cleaned
- ✓ Light fixtures clean and light bulbs in place and in working order
- ✓ Vertical tops dusted and mini blinds clean and free of dust and dirt
- ✓ Entryway free of spider webs
- ✓ Ceiling fans cleaned
- ✓ Make arrangements to have your trash and garbage picked up BEFORE you discontinue your water service. Once the water is turned off, the City will not pick up your trash. There will be a charge if we have to have trash hauled away

Return all keys/remotes to Lifestyles Rental Services Inc. And provide us with a forwarding address to return your security deposit.

**TENANT MUST PROVIDE PROOF OF FINAL PAYMENT OF ALL UTILITIES WITHIN 10 DAYS OF VACATING**

**TENANT MUST PROVIDE PROOF OF PROFESSIONAL EXTERMINATION FOR TICKS & FLEAS IF A PET WAS PERMITTED ON THE PREMISES.**