

This is a reminder of what you should do before your walk-thru now that you have given your 30 day notice:

1. The electricity must be on so that we can see to do the walk thru. If the electricity is not on, we will have it turned back on, and we will have the \$17 reconnect fee from your security deposit. After that, we will have to do another walk-thru. There will be a \$20 charge if we have to do another walk thru. If we have to turn the water back on, we will hold the reconnect fees from your security deposit, \$10 for the city and \$25 for Wayne Water Districts.
2. Be sure that you have cleaned according to the addendum to the lease you signed upon moving in. Make sure all appliances are cleaned really well, new drip pans (and rings if applicable) for the stove. Make sure all blinds and curtains are dusted or cleaned if necessary, all baseboards and window sills are dusted, vinyl floors are mopped, cabinets are cleaned out, the bathroom cleaned thoroughly (make sure soap scum is cleaned in tub), all walls and ceilings dusted for cobwebs, and the carpet is PROFESSIONALLY CLEANED (receipt must be given to the property manager doing the walk-thru or turned in at the office). All storage buildings, garages, etc must be cleaned. Please remove everything from the house or apartment including clothes hangers, toilet paper, and soap. Please make sure patios, balconies, decks, and porches are swept and free of cobwebs. **THE OVEN NEEDS TO BE CLEANED.**
3. **DO NOT, REPEAT, DO NOT** do any touch up painting unless the paint matches exactly. If it does not match, we will have to have the apartment or house repainted at your expense. Also, do not spackle holes where nails have been.
4. Remember to correctly load garbage and recycling cans if applicable and advise us as to when they should be put out to be picked up if it is not the day after you leave. If the cans are not loaded correctly, we will have to deduct from your security deposit to have them correctly loaded or the trash hauled away.
5. Please give us 24 hours notice to do the walk thru with you. Remember that the walk-thrus must be done on a weekday as we are not open on weekends.
6. Please make sure the washer connection is turned off. If it is not turned off and the apartment or house is damaged when the new renter has the water turned on, you will be charged for any water damage.
7. Finally, just as soon as we receive your notice, we will begin showing your house or apartment. We ask that you give us your phone numbers if we don't have them, so that we may set up a time that is convenient with you as well as the prospective renter.

If you are going to be out before your 30 days, let us know because if we rent it and someone else moves in, we can give you a rent refund. Please understand that it is much easier for us to write one check and return all your security deposits to you, rather than having people to line up to clean, repair, etc.

Consequently, we are eager to have you follow the above rules.

Finally, if we find anything on this list not done or if we get to the house or apartment for the walk-thru and the renter is not ready and hasn't called and we have to go back for a second walk-thru, there will be a \$20 charge.

If everything is cleaned according to this letter and no rent is owed your security deposit will be returned to you within 30 days of your final walk-thru.

Thank you in advance for your cooperation.

Mary Jane Bell