



# General Information

## Prorated Rent

Full month's rent is required prior to moving in. If Tenant is moving in mid-month, the rent will be prorated in the amount of \_\_\_\_\_.  
(daily rate: \_\_\_\_\_) and due by the first of the following month.

## Rent Payments:

Rent payments can be made by Cash, Check, Money Order, Cashier Checks and Credit/Debit Card.

\*\*Credit/Debit payments only accepted online. (Convenience Fees apply)

## Online Payments:

Online payments by Debit or Credit Card can be made through the online tenant portal. Go to [www.FoundationFirstPG.com](http://www.FoundationFirstPG.com) to access the Tenant Portal.

## Property Manager:

Jeff Wright  
Foundation First Property Group  
52 1/2 Frederick Street  
Hanover, Pa 17331  
717-797-4289  
Hours: M-F 10:00-4:00

After Hours: Leave a message.

Allow 24 Hours to return call

Allow 48 Hours to respond to a service call

## Utilities

- 800-545-7741 - Met Ed (Electric)
- 717-334-9211 - Adams Electric (Electric)
- 888-460-4332 - Columbia Gas (Gas)
- 717-845-3601 - York Water (Water)

## Garbage Service

Trash Days are:  Mon  Tues  Wed  Thurs  Fri

Recycling is collected:  Weekly  Bi-Weekly  Monthly

Tenant Initials: \_\_\_\_ / \_\_\_\_

## Welcome to Foundation First Property Group

This tenant handbook is an integral part of your Lease and is legally binding. It may be updated periodically, and all changes will become a part of your Lease as well. The most current version will always be available on our website at:

[www.FoundationFirstPG.com](http://www.FoundationFirstPG.com).

You have leased a home...think of it as your own. During the term of this Lease, you are in possession of the dwelling and yard. Your obligations are similar to those of the property owner, and you are expected to care for and maintain the premises.

### Tenant Portal

Tenants may access their monthly statements, view their lease documents, pay rent and submit maintenance requests through our online tenant portal 24/7. You will be sent an email with a temporary password and instructions on how to sign into your tenant portal. Tenants can access their portal using the email address we have on file.

To sign in, go to [www.FoundationFirstPG.com](http://www.FoundationFirstPG.com). Click on the Tenant/Owner Portal tab and follow the prompts to sign in or reset your password.

### Late Rent Policy

Rent is due on or before the 1<sup>st</sup> of every month. Failure to pay rent is a violation of the Lease and can result in eviction.

Rent is considered late if received after the 1<sup>st</sup> of the month. Tenant will be charged a late fee if rent is not received by end of business on the 5<sup>th</sup> of the month. The fee for late rent is 10% of monthly rent.

If rent is not received by end of business on the 10<sup>th</sup> of the month, Landlord will file for an eviction with the local magistrate. Tenant will be responsible for all legal and court filing fees paid out for the eviction.

Rent must be paid in full along with the late fee and all court/legal fees in order to stop the eviction.

### Online Rent Payments

Avoid late fees by paying your rent online. Rent payments can be set up as recurring transactions if the amount due is the same each month. Balances that are different

because of fees or utility bills cannot be set up as recurring. These payments must be paid manually each month.

Bank debit (ECheck) and credit cards (Visa, Mastercard, Discover) are the only forms of payment accepted online. Convenience fees will apply as follows:

<u>Bank Debit (ECheck)</u>	<u>Credit Card</u>
\$1.50 per transaction	2.75% + \$3.00

To pay online, go to [www.FoundationFirstPG.com](http://www.FoundationFirstPG.com).

1. Click on the Tenant/Owner Portal
2. Sign in using your email address and password
3. Follow prompts to make a payment

*Online payments can only be made through the Tenant Portal. Tenant must have a valid email address on file to sign into the portal.*

## Request for Early Termination

By signing the Lease, you are legally bound to a contractual agreement between you and Foundation First Property Group to adhere to all the terms noted in the Lease. The term of this Lease is 1 year and then goes month to month thereafter.

Should you need to terminate the lease for any reason, you are held responsible for fulfilling the terms of the Lease in its entirety. When a Tenant requests to terminate the Lease, Tenant will be charged (1) month's rent to find and place a new tenant. In addition, Tenant is responsible for paying rent and utilities for all the remaining months left in the Lease term, or until a new tenant moves in, whichever comes first. Tenant's security deposit will not be used to pay for early termination fees.

A written letter of termination must be received by the office along with the early termination fee of (1) month's rent. Foundation First Property Group will not begin advertising the unit for rent until the termination fee is received in full.

## Property Condition Report

We pledge to deliver a clean, well-maintained unit upon moving in. By doing so, we expect the unit to be returned to us in the same condition or better. It is your responsibility to complete the property condition report. Please note any noticeable flaws, damages or faulty fixtures that you do not want to be responsible for when moving out. Complete the property condition report within 7 days of move-in. By doing so, Tenant agrees to return the property in the same condition less normal wear and tear.

Tenant Initials: \_\_\_\_ / \_\_\_\_

## Renovations & Alterations

It is policy that Tenants do not perform repairs or alterations to the unit or property. If you have a special request for repair or renovation to the property, submit your request in writing for approval by the Owner. Upon approval, a professional contractor will be sent to perform the requested work.

Alterations and repairs not permitted by Tenant (not limited to):

- Painting of walls, doors, trim, ceilings, cabinetry
- Patching of holes in walls
- Caulking around windows, outlets, baseboards, doors
- Installation of any fixtures
- Installation of fencing
- Removal of trees and bushes

## Maintenance Inspections

You will receive a notification by mail or email when a maintenance inspection has been scheduled. It is not necessary for you to be home for the inspection.

We will inspect the inside/outside premises, test smoke and CO detectors, check for leaks and lease compliance. This is a good opportunity to bring to our attention any repairs that need to be made or any maintenance issues.

## Maintenance Requests

Maintenance requests should be sent via text message or submitted online via the tenant portal. Include the following information in your written request:

1. **Repair request** – details about the request. Be very specific.  
Include pictures and/or video if possible
2. **Tenant contact** – your name and phone number
3. **Availability** – days and times you are available for service to take place

Third party vendors and Tenants coordinate the service call jointly. Be polite to the vendor. If you fail to keep a scheduled appointment with a vendor, you are responsible for the cost of the service call.

Charges to the Tenant for repairs caused by misuse, neglect or tenant damage are listed below. (not limited to)

*Tenant Initials:* \_\_\_\_ / \_\_\_\_

- Non-functioning dishwasher due to excess food debris
- Clogged toilet that could be resolved with a plunger
- Clogged sewer line due to improper use of facilities. (i.e. toys, baby wipes, sanitary napkins flushed down the drain)
- Requesting service that could be resolved by resetting a breaker or GFI
- Confirming a service call with a vendor and failing to be present at the scheduled time.

## Maintenance Emergencies

If the emergency involves a fire, medical, criminal or similar emergency, notify the proper authorities or call 911 prior to calling us.

If you have a maintenance emergency and the office is closed, call the office number twice in a row within 2 minutes: 717-797-4289.

Emergencies include, but are not limited to:

- Backed up plumbing/sewage: Stop using and call us
- Fire, medical, criminal: Call 911
- Smelling gas: leave house and call Gas utility
- Flood leak inside: shut the water off at the main water line

Non-emergencies that can wait until normal business hours include

- Stopped up toilets
- Sink leaks that are only dripping
- Slightly wet basements

## Lawn Care & Snow Removal

Tenant is responsible for lawn care and snow removal during their respective seasons (i.e. pulling weeds, blowing dry leaf, mowing lawn, removing snow and ice). Tenant will be responsible for the cost of lawn care services provided by an outside vendor due to misuse or neglect.

## Policy Disclosures

### Lead Paint Disclosure

Tenant has received the Lead Paint disclosure and has received the “Protect Your Family From Lead in Your Home” pamphlet by the EPA.

### Pet Policy

Tenant has received the Pet Agreement and has agreed to adhere to the policy.

*Tenant Initials:* \_\_\_\_ / \_\_\_\_

### Radon Disclosure

Tenant has received the Radon Gas disclosure and has been advised to seek further information from the county public health unit.

### Replacement of Garage Door Opener

Tenant has been notified of the \$100 fee charged for misuse and/or misplacement of any garage door openers.

### Renter's Insurance

Tenant may be required to obtain renters insurance with a minimum liability of \$\_\_\_\_\_. Tenant is to provide a valid copy of their insurance policy prior to receiving keys to the unit. Tenant must provide a copy of the renewal policy upon expiration.

### Burglaries and Theft

In the event of a break-in to your unit, or if you notice any of your belongings missing, call 911 to file a police report. Damage to the property due to forced entry will be the responsibility of the Tenant. New door knobs may be requested by Tenant following a burglary at the Tenant's expense.

### Other Charges

Additional charges, not noted in the Lease, may be assessed throughout a tenancy due to a lease violation, tenant neglect or tenant request. These charges are as follows, but not limited to:

- Doorknob/deadbolt replacement
- Lost keys
- Locked-out services
- Slow drains
- Clogged drains
- Trash removal
- Lawn care
- Appliance removal / storage
- Fencing installed
- Screen doors installed

## Moving Out

A written notice is required 30 days in advance of your intentions to move out. Please include in your notice the date you plan to surrender the unit. You will be responsible for rent and utilities until we receive the keys to your unit.

Please allow 30 days for your security deposit to be returned. Moving out without cleaning the unit, repairing any damages or paying any balance owed will affect your security deposit.

Deductions above and beyond the security deposit will be charged to the Tenant. Charges not paid by the Tenant within 30 days of receipt will be sent for collection.

Security deposit deductions to avoid:

- Missing lightbulbs / smoke detector batteries
- Missing keys / remotes
- Trash left in the unit
- Unit and appliances not cleaned
- Unpaid rent / utility bills
- Neglected / damaged lawn
- Damages not considered normal wear and tear
- Broken windows & doors
- Carpet and tile stains
- Greasy walls and cabinetry

# Move-Out Procedures

It is stated in your lease to leave the rental unit in the same condition as when you moved in. Below is a checklist of items that must be taken care of to maintain compliance with the terms of the lease. Charges for non-compliance are listed respectively and are not all-inclusive. These charges will be deducted from the security deposit.

1. Please leave rental keys on the kitchen counter and lock up all exterior doors before leaving unit.
2. Call utility companies and end or transfer service, effective the day you move out.  
**Do not disconnect service.**
3. Set all thermostats to 55 degrees if moving out during the winter months.
4. Leave a forwarding address in order to receive your security deposit.
5. **Do not patch or caulk holes in walls or ceilings**
6. The security deposit, less any amount for damage or non-compliance, will be returned to you within 30 days of your move-out date. A list of all or any damages and the charges taken from the security deposit will be mailed to you.
7. Charges unpaid after 30 days of receipt will be sent for collection.

<u>Qty</u>	<u>Item</u>	<u>Non-Compliance Charge</u>
		Charges are not all-inclusive
_____	Stove cleaned -----	50.00
_____	Refrigerator cleaned -----	50.00
_____	Washer/Dryer cleaned -----	50.00
_____	Bathrooms cleaned -----	75.00 per room
_____	Kitchen Cabinets cleaned -----	75.00
_____	Carpet vacuumed -----	35.00 min.
_____	Laminate, sidewalks and porch swept -----	25.00
_____	Carpet shampooed for stain and odor removal -----	160.00 min.
_____	Ceramic tile/grout cleaned due to grease and neglect -----	80.00 min.
_____	Walls needing patched due to excessive and/or large holes -----	25.00 per hole
_____	Lightbulbs replaced -----	5.00 per bulb
_____	Smoke Detector batteries replaced -----	5.00 per detector
_____	Lawn mowed -----	60.00 per cut
_____	Sidewalks shoveled -----	50.00 per event
_____	Trash disposed of -----	75.00 per truck load
_____	Attic and basement cleared out -----	75.00 min.
_____	Garage door opener broken or lost -----	100.00
_____	Rental keys not returned -----	25.00
_____	Rooms needing painted due to smoke damage, neglect, or grease--	100.00 per room
_____	Damaged windows, storm doors, mirrors, fixtures	Cost to repair/replace
_____	Damaged lawns, sidewalks, driveways	Cost to repair/replace
_____	Pest control due to living conditions	Cost of service
_____	Other:	

Total Charges: \_\_\_\_\_

Tenant Initials: \_\_\_\_ / \_\_\_\_



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

C Corporation

S Corporation

Partnership

Trust/estate

Other (see instructions) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

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OR

**Employer identification number**

								-							
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**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**      Signature of U.S. person ▶ \_\_\_\_\_      Date ▶ \_\_\_\_\_

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
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Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding, later*.

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**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC       C Corporation       S Corporation       Partnership       Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

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**5** Address (number, street, and apt. or suite no.) See instructions.      Requester's name and address (optional)

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**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

[ ] [ ] [ ] [ ]	-	[ ] [ ] [ ] [ ]
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OR

Employer identification number

[ ] [ ] [ ] [ ]	-	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]	[ ] [ ] [ ] [ ]
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**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
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Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding, later*.

# Normal Wear and Tear vs. Actual Damage

Normal Wear & Tear	Actual Damage
<b>Flooring</b>	
Carpeting slightly worn or faded	Torn, stained or burned carpeting, or pet odors
Furniture marks in carpet or matted carpet in high traffic areas	Rust, oil, ground in, tears, burns, iron marks, candle wax, cigarette burns, urine, pet odors
Minor scuffing on wood floors	Large gouges or scratches on wood floor, especially seen with pets close to exits
Vinyl flooring worn thin	Tears, holes or burns in vinyl flooring
Faded tiles, grout lines darkened	Excessive grime so that tiles and grout need professionally cleaned
Minor darkened baseboards o high traffic areas	Water damage, deep gouges, pet chewing on baseboards, or molding
<b>Walls &amp; Ceilings</b>	
Minor marks or nicks on walls	Excessive nicks and marks on walls
Few nail holes	Anchor screws, bolts, excessive holes, visible spackle, or non-matching paint touch up
Faded, yellowing or small chips in paint	Crayon marks, writing on walls, unapproved paint color
Drywall cracks from settling	Holes in walls from doorknobs, accidents or moving furniture
Loose wallpaper from seam or age	Ripped, torn or marked up, unauthorized wallpaper installed
Stains on ceiling from leaking roof or plumbing	Food stains, soda, liquid stains. Stains from overflowing tub/faucet or unreported leaks
<b>Windows &amp; Doors</b>	
Sticky Windows	Broken window, broken or missing locks, torn or missing screens
Closet door off track	Damaged or missing closer door, bent tracks, missing closet guides
Loose or worn hinges, door handles, warped door	Doors with broken glass, holes, or forced entry, broken hinges including door frames
Hard to turn locks, sticky key hole tumblers	Broken keys in locks
<b>Pipes, Fixtures &amp; Plumbing</b>	
Drain clogs from normal use, lines clogged by tree roots or deterioration	Drains clogged by misuse of sink or toilet by disposal of feminine products, non-flushables, baby wipes, trash or toys
Worn out motor on garbage disposal	Clogged lines from popsickle sticks, bottle caps, rocks, and foods not fit for disposals
Loose faucet handle/spout	Unreported active leaking faucet, causing cabinet damage
Wobbly or running toilet	Cracked tank or lid, missing both covers
Aged fixtures or faded finish	Soap scum build up or grim in wet areas
Faded surface on mirror – black spots	Cracked or broken mirror
Loose grout between tiles	Stained, painted or missing grout. Mildew build up
Bathroom paint faded or small chips in paint	Bathroom paint completely peeled from leaving the door closed during showers, allowing steam to build up.
Toilet seat color faded over time	Toilet seat broken or missing seat nuts
Wobbly ceiling fan	Broken or missing blades, globes, chains, remotes
<b>Appliances, Cabinets &amp; Countertops</b>	
Worn out refrigerator gasket	Excessive dirt behind and under fridge, clogged vents from lack of cleaning, broken or cracked shelves, trays, bins or bars
Worn out igniters at stove, worn out coils	Excessively greasy/dirty stove or burner. Gouges, scrapes or dents. Broken hinges at oven door.
Worn out or aged countertops	Broken, chipped or missing tiles, butts, gouges, scratches and/or burns
<b>Garage, Exterior and Landscaping</b>	
Faded garage door	Denting, scratches to garage door
Faint tire marks on driveway	Grease, leaking oil, excessive dripping on parking spots

Tenant Initials: \_\_\_\_ / \_\_\_\_

# Care of Property – What You Need to Know

## WATER SHUT-OFF LOCATIONS

**Toilet** – Behind base of toilet



**Kitchen Sink** – Underneath sink, inside cabinet



**Water Heater** – Top of water heater.



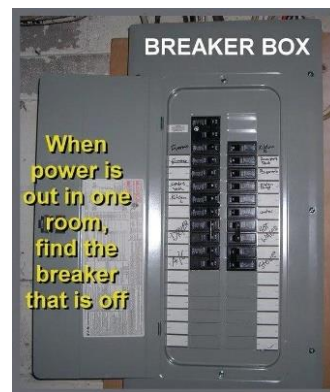
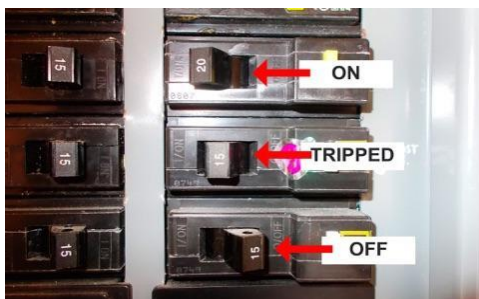
**Main Water Line** – In basement where water lines come into house.



## ELECTRICAL PANEL (breaker box) + CIRCUIT BREAKERS

The electrical circuit breaker is the main distribution point for electrical circuits in your home. A **circuit breaker** is an electrical switch designed to protect from an overload or short circuit. Circuit breakers move slightly when “tripped”.

To reset, turn the breaker to the OFF position, then back ON.



## GFCI

Most homes have GFCI outlets in the kitchen, the garage and bathrooms. If you lose power in a bathroom check the GFCI in the bathroom and **ALSO** the garage as a single GFCI can control multiple areas and outlets.

When these “trip” simply reset the breaker by pressing the “reset” button (sometimes **RED**) located in the middle of the outlet.



## AIR FILTERS: AIR CONDITIONING + HEATING (HVAC)

Change your air filters **EVERY MONTH** with low to mid-grade filters. Avoid high quality filters as they can restrict air flow causing the unit to freeze up and stop working.

### How to change your air filters:

1. Unlatch the register's cover grille and swing it out of the way or remove it. Remove the old filter and immediately put it in the outdoor trash. Use a damp rag to remove dust from the grille and the surfaces of the register—both inside and out.
2. Clean dust off the return-air's grille before installing the replacement filter. Be careful: The hinge side can easily unlatch on some types!
3. Position the new replacement filter in the register with the airflow arrows pointed in toward the ductwork. Replace the grille and latch it. Mark the date on the filter's frame so you'll know when it's time to change it. **Tip:** It helps to have the thermostat ON when installing the air filter.

