



21. MOVE-IN GUIDELINES

A. **MOVE-IN WALKTHROUGH:** Tenant acknowledges that the Tenant is accepting the Premises in 'As Is' condition with the exception of any repairs or modifications as required by law. There is no guarantee that any cosmetic changes or modifications which do not affect the habitability of the Premises will be completed by Landlord. Tenant acknowledges that Tenant has been advised to be present during the Move-In Walkthrough.

B. **MOVE-OUT WALKTHROUGH:** It is agreed that the move-out walkthrough will be conducted within three (3) working days after Tenant has completely vacated the Premises and notified Landlord in writing. Said walkthrough will be conducted during normal business hours Monday through Friday. No move-out walkthrough will be made on holidays or weekends and **utilities must be left on for this walkthrough.** Tenant will be charged if a return visit by the Landlord is necessary due to Tenant not being completely moved out. Tenant has a right to be present during the walkthrough and Tenant's failure to appear shall constitute the Tenant's agreement to accept the Landlord's report conclusive and final. **The move-out walkthrough is a visible evaluation. Not all repairs or damages which could be attributable to Tenant's neglect or abuse may be apparent during this walkthrough. Landlord reserves the right to adjust report accordingly if further damages are discovered.**

22. MOVE-OUT GUIDELINES:

IF THE PREMISES HAS NOT BEEN PROFESSIONALLY CLEANED AT THE TIME OF THE MOVE-OUT WALKTHROUGH EVALUATION AND THE LANDLORD MUST HIRE A CLEANING SERVICE, CARPET CLEANING SERVICE OR A REPAIR COMPANY TO MAKE REPAIRS, AN ADDITIONAL TWO HUNDRED (\$250) ADMINISTRATION FEE SHALL BE LEVIED AGAINST THE TENANT IN ADDITION TO THE COSTS OF SAID REPAIRS AND/OR CLEANING.

- A. Walls are to be wiped down and woodwork shall be wiped down.
- B. Any/all carpets (if applicable) must be professionally cleaned and cleaning receipt must be turned in to Landlord.
- C. Clean stove, drip pans, oven racks, oven drawers and broiler pan. Clean range hood, filter and vent.
- D. Refrigerator must be wiped clean, left plugged in and running. Vacuum coils and grill.
- E. Clean kitchen cabinets and drawers inside and out. Wash down all counter tops.
- F. Mop and wax all floors not carpeted.
- G. Wipe down all windowsills and clean windows and screens.
- H. Replace HVAC filters and wipe clean return air grills and vents.
- I. Clean out the fireplace where applicable. Clean screens and fireplace glass.
- J. Replace all burned out light bulbs using 60 watt light bulbs, unless the fixture states otherwise.
- K. Clean all lighting fixtures and ceiling fan blades.
- L. Clean/scrub all bathroom fixtures including commodes, sinks, mirrors, floors, and bathtub/showers. Wipe all cabinets and remove soaps and detergents.
- M. Clean all doors and thresholds including sliding glass and their tracks.

- N. Clean drapes, curtains, blinds etc.
- O. Garage and/or attics should be free from all trash, cleaned and swept out.
- P. Remove all trash and personal belongings and ensure all trash receptacles are in their correct place.

IF THE PREMISES HAS NOT BEEN PROPERLY CLEANED AT THE TIME OF THE MOVE-OUT WALKTHROUGH EVALUATION AND THE LANDLORD MUST HIRE A CLEANING SERVICE, CARPET CLEANING SERVICE OR A REPAIR COMPANY TO MAKE REPAIRS, AN ADDITIONAL TWO HUNDRED (\$250) ADMINISTRATION FEE SHALL BE LEVIED AGAINST THE TENANT IN ADDITION TO THE COSTS OF SAID REPAIRS AND/OR CLEANING.