

## Minimum Property Standards

### Cleaning Standard

Owner acknowledges and agrees that Agent must professionally clean all units prior to any move in, and Owner authorizes the following cleaning to be completed:

#### All Interior Areas:

- Sweep and mop all the hard flooring.
- Vacuum all areas and have all carpets professionally steam cleaned (must provide vendor receipt)
- Wash (and scrub if needed) all walls, ceilings, doors, doorknobs, and baseboards. All need to be free of dirt, dust, and grease with any scuffs, pencil/crayon, fingerprints, and/or other marks removed.
- Sanitize and remove all fingerprints or other marks from light switches and outlet cover plates.
- Wipe down and sanitize all handrails.
- Dust and wipe down all light fixtures, ceiling fans, cold air returns, and vent covers.
- Clean all windows with sills and frames washed (bleached if necessary)
- Clean all window runners and tracks and dust blinds/screens.
- Dust and wipe down all closets and shelves.

#### Kitchen:

- Sweep and mop flooring under and behind all moveable appliances.
- Wipe down the front of refrigerator/freezer, discard ALL food, remove all dirt, and grease, and sanitize all shelves.
- Clean oven inside and out removing all dirt, food, grease, etc. and sanitize.
- Ensure all traces of oven cleaner have been wiped clean.
- Remove and clean underneath burners, controls, rings, drip pans, and stovetop. Wipe down the front and side of range.
- Remove the lower drawer and clean underneath if possible.
- Remove all dirt and grease from the exhaust fan.
- Wipe down the front of the microwave and dishwasher. The interior of both appliances should be sanitized and free of dirt, food, and grease.
- Wipe down and remove any grease from the exterior faces of all cabinets, drawers, and cupboards.
- Remove all items from every cabinet, drawer, and cupboard.
- Scrub and sanitize the interior of each cabinet, drawer, and cupboard and ensure that they are free of all dirt, food, dust, hair, etc.
- Dust and clean on top of all cabinets and cupboards.
- Scour sinks, remove all stains, sanitize, and clean fixtures.
- Clean and sanitize all countertop areas.

#### Bathrooms:

- Sweep and mop all flooring.
- Toilet bowls must be scoured and sanitized with disinfectant. The exterior of the bowl including seat, rim, tank, and base must be cleaned and sanitized with disinfectant.
- Bathtubs and showers must be scoured to remove any rings. The interior should be cleaned, sanitized, and free of any mildew or mold. Sides of tub enclosure must be clean and free of any

soap build-up.

- The sink must be scoured and sanitized with faucets polished. Clean and sanitize all countertop areas.
- All glass doors and mirrors should be cleaned with all water spots removed.
- Scrub and sanitize the interior of each cabinet and drawer. Ensure that they are free of all dirt, food, dust, hair, etc.
- Wipe down the exterior faces and top of all cabinets and drawers.

**Other:**

- Remove all exterior debris from the property. This includes trash, personal property, and any other items that do not belong on the premises.
- Any storage area must be empty and swept.
- Clean and remove debris from the entry and patio area.
- Remove all trash and personal property from garage with area being swept.
- Mow and edge lawn. Remove all weeds/debris from yard (if applicable)
- Additional dusting/sweeping/mopping if needed before move-in following property showings.

\*Additional cleaning will be performed before any move-in if the Premises has been vacant for more than 30 days\*

**Minimum Property Condition**

Owner acknowledges and agrees that Agent must bring property back to the Minimum Property Condition prior to any move in, and Owner acknowledges the criteria outlined below:

**General:**

- No visible mold or mildew
- Door locks work
- Door handles are secure and functional. (If it takes longer than a minute for you to get in due to a sticky lock, it needs to be serviced or replaced.)

**Windows:**

- open/close
- must have the ability to lock in ground level windows.

**Blinds:**

- must function as designed. If not, have them repaired, replaced, removed.
- No missing parts
- No damaged parts (most sets have extra slats at the bottom to replace)

**Heat and AC vent covers and cool air return covers:**

- Installed
- Clean
- Function as designed.

**Lights/Electrical:**

- All lights turn on/off.
- All the bulbs work.
- must have covers for all switches.
- lights must have covers on them if they are designed to have them.



- Fans will turn on/off and function as designed.
- All outlets must have power and be in secure working condition.
- Must have covers on all outlets.
- Garage doors function as designed. Openers function as designed.
- garage light works if opener has the option.

**Appliances:**

- All appliances function as designed. All burners working, knobs working, display working, buttons working, oven working and venting properly.
- Ice machines and water dispenser in the fridge Does Not have to function. - no leaks
- All appliances must be clean and free of bad odors.
- The washer and dryer need to function if in the home at move in. - no leaks (the owner will not have to repair them after the tenant has moved in). If they do not repair, replace, or remove.
- Fireplaces (gas or electric) Do Not need to function. If they do not it needs to be noted in system that they do not, and NOT listed as an amenity.
- Wood burning fireplaces are not to be used by a tenant. List as a cosmetic amenity.
- Thermostat must function as designed.
- The heater must function as designed.
- A/C must function as designed.
- Swamp cooler must function as designed - no leaks.
- vent cover of swamp must function and be clean.
- The ceiling area around swamp cooler vent must be clean - free of visible damage.

**Bathrooms:**

- No leaks or drips
- Hot and cold function as designed.
- Counter and sink in good condition.
- Drain stoppers work as designed.
- The toilet seat functions as designed.
- Flush handle works as designed.
- Bath/Shower doors open and close.
- Faucets work as designed.
- Exhaust fan working if present.
- No cracks over 5 in on mirror.
- Cabinetry drawers and cabinets in good working condition.

**Bedrooms:**

- Closet doors function as designed.

**Utility Room:**

- Furnace in working order.
- Area around furnace cleaned.
- Filter cleaned and correct size -installed correctly.
- Water heater in working order.
- No leaks
- The washer and dryer, if in the property must function as designed when the tenant moves in (the owner will not have to repair them after the tenant has moved in) If they do not repair, replace, or remove.
- No leaks

**Kitchen**



- Countertops and sinks in good condition - no noticeable damage - clean.
- Drawers/cabinets in good condition - no noticeable damage.
- Drawer/cabinets close/open smoothly.
- Clean inside drawers, cabinets and under sink.
- No leaks.
- Hot/cold function as designed,
- Disposal - if installed must function properly with no leaks,
- Appliances work as designed,
- Appliances do not leak.
- Appliances are clean and free of odors,
- Ice machine and water dispenser in the fridge is functional,

#### **Walls**

- Paint in good condition.
- Free of excess holes/dings/scrapers (more than 5 on a 3 ft section of wall).
- Touch up paint must match.
- Baseboards, door jambs, and window seals are free of major dings or paint damage.
- Clean.

#### **Carpet, Linoleum, Hardwood, Tile**

- No major stains.
- No major rips or tears.
- No damage.
- Must be clean.
- No odors.

#### **Exterior/Yard Standard:**

- gutters attached and aligned.
- No overgrowth (trees, bushes, grass, garden, weeds)
- Maintained and in good clean condition.
- mailbox is standing/mounted legitimately.
- junk/trash removed from the home.
- garage doors (roll up or man door), along w/ operating correctly, should be able to secure.
- step/stairs/rails/walkways can't be unsafe, whether it's to a deck, patio or walkway.
- Fences cannot be leaned or fallen over.