

**RESIDENTS MOVE IN CHECKLIST**

Address: \_\_\_\_\_ Agent's initials \_\_\_\_\_

**TO ALL RESIDENTS:**

The following rules and regulations have been carefully considered by the Owners and Management. Please read this carefully and ask any questions you might have prior to initialing each section.

**\*\*\*\*The following must be completed before move in. No exceptions\*\*\*\***

1. Completed lease, all other documentation must be signed and approved by our leasing manager.
2. Utility connection receipt must be presented prior to release of the keys.
3. All move in monies must be paid. (Rents, security deposits, pet deposits, etc.)
  - a. If move in date is during the last ten days of the month, the resident must pay the prorated rent and next full month's rent at the time of move in.
4. You may pick up your keys the morning of your move in date. Moving in earlier requires the approval of manager. **NO MOVE INS AFTER 5:00 OR ON WEEKENDS.**
5. Upon move in your will receive an Inventory and Conditions Form that must be returned within 48 hours.

\_\_\_\_\_ Residents Initials \_\_\_\_\_ Date \_\_\_\_\_

**MAKE READY PROCESS**

\*These are the items that will be completed by move in.\*

- Painting- a touch up or a full paint (owner's discretion)
- General Maintenance- items will be repaired
- Carpet cleaning- steam cleaning and pet defleaing (if necessary) will be completed
- Cleaning- the unit will be in a clean condition

Resident Request:	Approved	Not Approved
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**PLEASE NOTE:** The unit will not be made brand new for your move in. We will do our best to correct any problems and make your unit a pleasant place to liv. Requested items listed above are contingent upon owner/manager approval.

\_\_\_\_\_ Residents Initials \_\_\_\_\_ Date \_\_\_\_\_

## OWNERS RULES AND POLICIES

### RULES AND POLICIES:

1. **NO CASH** will be accepted in our office for rent or other sums due.
2. **NO SMOKING ALLOWED IN THE UNITS- \$200.00 FINE FOR EACH OCCURANCE**
3. **All returned checks** must be picked up immediately and paid for with a cashier's check or money order for the rent amount and an additional money order for \$50.00 for the return check fee. You will also be charged late fees from the date the rent was due in addition to the other charges. After two (2) Insufficient Funds (NSF) or ACH returns we will no longer accept checks or online payments. Only money orders will be accepted.
4. Proof of utility and gas (if applicable) connections is required before the resident move in. (You will need the front page of your lease to have them connected.
5. No foil is to be put on the windows.
6. Your Move In Inventory and Condition Form must be turned in within 48 hours. Please check all appliance, fixtures, and general condition of unit when moving in. Make sure all items are noted. **YOU MUST FILL OUT A MAINTENANCE REQUEST FORM FOR ANYTHING THAT NEEDS TO BE REPAIRED.** Your Move in Inventory and Conditioner Form is **NOT** a maintenance request. One will be provided to you at the time of move in.
7. All trash must be put in proper trash containers or in a plastic bag with a tie. Trash may not be placed on porched, balconies, or landings for even a short period of time.
8. Resident is responsible for changing the A/C filter once a month. **Any unnecessary service calls for heater or A/C repairs resulting from lack of filter change will be charged back to you.**
9. No vehicle, trailer, or motorcycles may be parked on grass areas: they will be towed automatically. Parking is limited. Extra vehicles and guests must park on the street or along the curb. Some properties have visitor passes and passes must be placed under or next to the inspection stickers. **Any vehicles without permits will be towed at the owner's expense.**
10. No semi-trucks can be parked on the property.
11. No auto repair or vehicle washing may take place in the parking areas or on the grass.
12. If spaces are assigned or permits issued park only in assigned spaces or have permits located under or next to the inspection sticker. **There will be a \$10.00 charge replacement fee for any tags are lost, stolen, or not returned upon move out.**
13. You will be responsible for keeping the grounds area cleaned and free of trash and debris. **If we must contract for litter removal you will be charged for the service.**
14. If a roommate change or sublease occurs during the term of the lease you must contact the office immediately as they must be approved. **There will be a \$100.00 paperwork fee for any roommate changes or subleases. All roommate changes or subleases must be signed by all parties, and fees paid within three (3) days after approval.** You will be in violation of your lease if this is not done.
15. It will be your responsibility to arrange and pay for pest control services regardless of the notation on the TAA of another lease contract. **If bedbugs are found in the unit you will be responsible for the cost of treatment.**
16. If we perform a contractual lien for nonpayment of rent or removal of an unauthorized pet from your residence, there will be a \$100.00 fee. **No exceptions.**
17. Enclosed garages may be used for storage of operable vehicles only. You may not store fuel, flammable materials, of anything which may pose a fire hazard or other risk to the health or safety of others. We

may enter and remove any items deemed hazardous at any time. The owner will not provide a smoke or fire detector for the garage area. No alterations may be made to garage interior, including hooks, nails, and screws. **You will be responsible for any damages.**

18. If you live in a single-family home or duplex you will be responsible for watering the lawn, shrubs, and trees in the yard as well as the ground around the foundation. If we provide lawn care and you have pets, the lawn will not be mowed the back if the pets are present. You will be responsible for mowing. **If excess growth occurs and we have a contractor mow any charges will be your responsibility.**
19. No satellite dishes may be attached to the roof. **Any damage from removal of satellite will be charged back to you.**
20. If a lock change is required at any time **you will be charged \$75.00**

#### MAINTENANCE:

All maintenance requests must be made in writing (we have forms in the office) or you can fill one out online at [finderskeepersbcs.com](http://finderskeepersbcs.com) and clicking the maintenance request button. All orders will be processed upon receipt. In case of emergency (definition under Emergencies) call the office or after hours number, 979-436-7570. The request can be made the next day.

We like to take care of maintenance in a timely manner. In order to do so if a contractor has not been out to address your problem within 24 hours please let us know by calling Candice at 979 846 1887.

Owners will pay for most maintenance. **If the repairs are caused by negligence or misuse on the part of you or your guest(s) or are the result of vandalism or theft the cost will be charged back to you.** We will expect prompt reimbursement unless other arrangements are made.

The following list may help you in checking for routine problems avoiding unnecessary service calls:

1. For power failures of any type, or if appliances or A/C systems are not functioning, check your breaker panel. It is usually located in one of the closets or outside. Many times, a breaker has been tripped and must be reset. Flip the switch to OFF then to ON to reset. If this does not work call us.
2. If your garbage disposal does not work, first check the breaker then press the reset button (located on the bottom of the disposal under the sink). **Do not put bones, grease, rice eggshells, excessive amounts of food, vegetable peelings, metal or wood objects in the disposal.** These items will ruin the blades and/or clog the entire sink and dishwasher. **If too much food or a foreign object jams your disposal you will be charged for the repairs.**
3. Do not flush anything other than toilet paper down the toilet. **THIS INCLUDES FLUSHABEL WIPES.** Foreign objects and wipes can and will block plumbing lines and cause backups. Except when caused by roots in the sewer main **all plumbing stoppages will be charged to you.**
4. **You must report any type of water leak to us immediately as these can cause property damage. Do not attempt to repair yourself.** Leaks, dripping faucets, and running toilets should be reported immediately to avoid increase the water bill substantially. Whenever possible turn the water off at the water supply line until repairs can be made. **Damages or water costs due to unreported leaks, dripping faucets, or running toilets will be charged back to you.**
5. Unless caused by a foundation shift, **all glass breakage will be charged to you.**
6. **All screens are your responsibility.** Not all properties are provided with screens. Please note this on your Move In and Inventory sheet.

7. During winter months, to prevent chances of pipes freezing, bursting and causing damage, thermostats must be set on at least 50 degrees if you are gone.
8. During summer months, in order to keep your A/C functioning at its best. **thermostats should be set no lower than 67 degrees.**
9. Check smoke alarm operation upon move in and report any malfunction immediately. You will be responsible for changing the battery in battery operated models after move in. **Removing or tampering with a smoke alarm device is a Class A misdemeanor punishable under state law.**

**Emergencies:** After hours number: 979 436-7570

Emergencies are loss of utilities, flooding, fire or a security issue. Call the after hours phone. All others, including air conditioning, are not emergencies and will be handled the next business day. If locked out of your residence, call the office or the after-hours phone, if after normal business hours. If after hours, **you will be charged \$75.00 payable at time of service.**

**Pets:**

All pets must be approved by our office. An animal addendum must be signed and the deposit and fees paid before pets are allowed on the property.

We **DO NOT** accept puppies or kittens under one (1) year of age.

In the event you have an unauthorized pet in your dwelling. **You will be charged an initial fee of one hundred dollars (\$100.00) and ten dollars (\$10.00) per day until pet is removed. If we must remove the pet, you will be charged and additional one hundred dollars (\$100.00)**

**YOU MUST OBTAIN RENTER'S INSURANCE TO COVER YOUR PROPERTY AND FOR LIABILITY**

I acknowledge and understand the above Rules and Policies.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date Signed

## MOVE OUT CLEANING INSTRUCTIONS

**STOVE:** Thoroughly remove all grease and carbon from burners, burner pans, below burners, broiler pans, oven, door, and all surfaces. Replace burner drip pans if rusted or carbon stained. Pull stove away from wall and clean wall and floor behind and under.

**REFRIGERATOR:** Thoroughly clean and remove all stains, food, grease, and handprints from interior and exterior surfaces. Defrost (if applicable) and dry all interior surfaces including freezer, drip pan, vegetable bins, and bottom. Vacuum or dust under and behind appliances and clean and replace evaporation tray.

**VENT HOOD:** Remove and clean filter of all grease. Clean all surfaces and controls, removing all dirt and grease. Replace light bulb if necessary. 40-watt appliance bulb.

**DISHWASHER:** Clean all exterior and interior surfaces and remove any soap residue, dirt, or food from dispenser compartments, door, and gasket.

**WASHER/DRYER:** Clean all interior and exterior surfaces and clean filters. Pull appliances away from wall and clean behind and underneath.

**WATER HEATER:** Clean top and clean areas behind and beneath appliances.

**FURNACE/AIR CONDITIONER:** Clean and vacuum furnace closet and return air vent. Clean (if permanent type) or replace A/C filter. Window A/C units should have filter cleaned and front vents and surfaces cleaned.

**WINDOWS, SCREENS, BLINDS:** Clean window glass inside and outside. Clean window slide tracks and window box of all dirt and debris. Clean windowsills. Screens should be installed and in good repair, unbent and unturned. Dust or wash blinds and check operation. Make sure all windows are locked.

**KITCHEN:** Scour and bleach sink. Clean all grease from stove area: clean walls around sink, stove, and countertops. Clean all cabinets inside and outside and remove shelf paper. Check walls and ceiling for food stains or splatters. Wipe down all countertops and remove any stains.

**BATHROOMS:** Scour and bleach toilet, tub, and tub surround. Clean faucets, shower doors, soap dishes, etc. of soap film, lime, and water spots. Clean all mildew and soap film from tub/shower enclosure, and clean grout between tiles, if applicable. Clean medicine cabinet, drawers, and cabinets inside and outside; remove any shelf paper. Clean mirrors.

**CLOSETS:** Remove all trash, hangers, etc.; wipe down shelves, doors, and baseboards and vacuum corners.

**WALLS:** Remove all nails, tacks, picture hangers, staples, etc. Remove fingerprints, crayon marks, furniture marks, and cobwebs from the walls, woodwork, and doors. Clean switch plates, baseboards, windows, and door frames.

**FLOORS:** Mop and buff all tile and vinyl floors. Remove any yellow wax build up. Clean all corners and under all appliances. Carpets should be vacuumed with all stains removed. Vacuum along baseboards and inside closets. Hardwood floors should be stripped of old wax, cleaned, re-waxed, and buffed to a shine. Any area rugs placed by residents should be removed.

**LIGHT FIXTURES:** Remove, wash, and replace all fixture shades and globes; replace all burned out bulbs with matching ones.

**CEILING FANS:** Wash top and bottom blades; make sure all blades are tightened securely.

**A/C VENTS:** Vacuum or wash all dust from vents and surrounding area.

**FIREPLACE:** Remove all ashes and clean thoroughly; clean hearth, mantle, and screen or glass enclosure.

**GARAGE, CARPET, UTILITY OR STORAGE ROOM, PORCH DECK OR PATIO:** Remove all trash, leaves, and debris, sweep clean. Clean any cabinets and shelves. Remove old washer hose. Make sure washer connections are not dripping.

**OUTSIDE DWELLING:** Clean doors and sweep away cobwebs under eaves. Remove any poles, basketball goals, etc. and putty holes. Sweep driveways and sidewalks. Make sure all exterior faucets are off.

**YARD:** Mow and edge yard. Trim around trees, bushes, fences, and around house. Trim bushes and hedges, weed flowerbeds. Remove all trash, tree limbs, and leaves.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

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Resident Signature

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Date

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Resident Signature

\_\_\_\_\_  
Date

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Resident Signature

\_\_\_\_\_  
Date

## Animal Guidelines

- All animals must have authorization of Finders Keepers, property owner, and all residents.
- Authorization given only when TAA Addendum has been completed and signed by all residents
- Pet deposit and Fees must be paid in full for each animal prior to move in.
- **Fees nonrefundable, Deposits refundable** at end of lease minus cost of de-fleaing, deodorizing, carpet cleaning and any damages.

<b>Dogs</b>	
<ul style="list-style-type: none"> <li>• 1 year or older (Labs 2 years) <b>NO PUPPIES</b></li> <li>• Must be housebroken</li> <li>• Special approval for Chow, Dobermans, Rottweilers, and Pit Bulls.</li> <li>• Any animal with history of violent behavior will not be approved</li> </ul>	\$300 Deposit (refundable) \$200 Fee (nonrefundable)
<b>Cats</b>	
1 year old or older	\$300 Deposit (refundable) \$200 Fee (nonrefundable)
<b>Aquariums</b>	
40 Gallon or under	No Deposit
Over 40 Gallon	\$100 Deposit
<b>Ferrets:</b> Not allowed. Even if descended	
<b>All others</b>	Must be approved by Finders Keepers
<b>Service Animals:</b> Allowed, but must fill out all paperwork	

**Finders Keepers retains the right to change the above terms and/or charges at any time.**

Resident Initial \_\_\_\_\_ Resident Initial \_\_\_\_\_ Resident Initial \_\_\_\_\_ Date \_\_\_\_\_