

# CENTURY 21<sup>®</sup>

## Judge Fite Property Management

### TENANT MAKE-READY INSTRUCTIONS

Your Residential Lease requires that you leave the property in a clean and undamaged condition minus normal wear and tear as defined within the lease. We have every intention of returning your full security deposit as long as you have fulfilled the terms of your Residential Lease. Thank you for allowing us the privilege of providing you a home!

This information is intended to serve as a reminder and a reference guide for your convenience and should help minimize any conflicts regarding your deposit disbursement.

**\*\*WRITTEN NOTICE OF YOUR FORWARDING ADDRESS AND ALL KEYS AND ACCESS DEVICES MUST BE RETURNED TO CENTURY21 JUDGE FITE PROPERTY MANAGEMENT AND ALL MONIES DUE MUST BE PAID IN FULL BEFORE RECEIVING AN ACCOUNT OF YOUR SECURITY DEPOSIT.\*\***

#### FLOORS

All non-carpeted floors must be cleaned, mopped and free of dirt and grime. Do not use bleach or ammonia-based cleaners on laminate or hardwood floors as these cleaners' cause damage to the flooring. Vacuum all carpeting in preparation for professional carpet cleaning. Have the carpets professionally steam cleaned and have all stains and pet odors treated, then provide a receipt to our office. The following list of preferred vendors that we use and recommend are:

Stonehenge Carpet Care Inc. – (972) 785-1200 – <http://www.stonehengecarpetcare.com>

Lefler Services – (972) 824-0809 – <http://www.leflerservices.com>

(Servicing *ONLY* Denton and Tarrant counties)

Pat's Carpet Care – (817) 565-3806 – <http://www.patscarpetcare.com>

#### CLEANING

Normal wear and tear does not apply to cleaning, and the property should be left in a clean condition free of all trash, debris and any personal property. Since all properties are different, this checklist may exclude or include items that differ from your rental home, so be as thorough as possible.

#### **Wipe Down, Wipe Out, and Wash ALL:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Baseboards      | <input type="checkbox"/> Screens                 | <input type="checkbox"/> Counter Tops          |
| <input type="checkbox"/> Doors           | <input type="checkbox"/> Storm Doors             | <input type="checkbox"/> Oven                  |
| <input type="checkbox"/> Door Facings    | <input type="checkbox"/> Light Fixtures          | <input type="checkbox"/> Stove/Under Stove Top |
| <input type="checkbox"/> Windows In/Out  | <input type="checkbox"/> Ceiling Fans and Blades | <input type="checkbox"/> Dishwasher            |
| <input type="checkbox"/> Window Sills    | <input type="checkbox"/> Fireplace               | <input type="checkbox"/> Microwave             |
| <input type="checkbox"/> Blinds          | <input type="checkbox"/> Bath Tub/Shower         | <input type="checkbox"/> Refrigerator          |
| <input type="checkbox"/> Cabinets In/Out | (Including the Caulking)                         | <input type="checkbox"/> Vent-A-Hood           |
| <input type="checkbox"/> Wash down Walls | <input type="checkbox"/> Sinks                   | <input type="checkbox"/> All Floors            |
| (Semi-Gloss Paint)                       | <input type="checkbox"/> Toilet                  | <input type="checkbox"/> Sliding Doors         |
| <input type="checkbox"/> Drawers         | (Replace seat if stained)                        |  |
|  | <input type="checkbox"/> Wall Tile               |  |

## Replace or Repair Where Applicable:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Cabinet Knobs                               | <input type="checkbox"/> Toilet Paper Holders                              | <input type="checkbox"/> Windows              |
| <input type="checkbox"/> Light Bulbs<br>(Replace w/existing quality) | <input type="checkbox"/> Pull Strings for Fans<br>And Light Fixtures       | <input type="checkbox"/> Window Locks         |
| <input type="checkbox"/> Door Stops<br>(Rubber tips included)        | <input type="checkbox"/> Drawers   | <input type="checkbox"/> Doors/Hydraulic Arms |
| <input type="checkbox"/> Loose Toilet Seats                          | <input type="checkbox"/> Window Glass                                      | <input type="checkbox"/> Door Locks           |
| <input type="checkbox"/> Loose Towel<br>Racks/Knobs                  | <input type="checkbox"/> Drip Pans for Stove<br>(Must be the correct size) | <input type="checkbox"/> Mailbox              |
|  | <input type="checkbox"/> Wands to Blinds                                   |   |

*The following list of preferred vendors that we use and recommend are:*

**Lefler Services** – (972) 824-0809 – <http://www.leflerservices.com>

(Servicing *ONLY* Denton and Tarrant counties)

**Bumble Bee Maids** – (817) 696-5302

## YARD CARE

Yards must be maintained according to your lease. This includes mowing, edging, weed-eating, cleaning flower beds and trimming all hedges.

- Remove any pet feces (adding mulch as needed)
- Haul off all debris and trash in and around the property

*The following list of preferred vendors that we use and recommend are:*

**Guillory Property Maintenance Company** – (972) 335-3941

**Grass Roots Lawn & Landscape** – (214) 538-9921

**Christian Brothers Mowing** – (817) 771-1857

(Servicing *ONLY* Tarrant county)

## GENERAL REPAIRS/MISC ITEMS

You must properly repair any and all damage to the property caused by carelessness, abuse, accident or neglect. Please note that all painting should only be done by a professional to avoid additional damage including mismatched colored paint and type of paint used.

*The following list of preferred vendors that we use and recommend are:*

**FHR Repairs** – (214) 686-5633

**KNM Properties, LLC** – (972) 743-6134

## FRIENDLY REMINDERS

- Put fresh air filters in the HVAC unit
  - If the filters are dirty, you may be charged for the service call, new filters, coil cleaning, etc.
- Leave the property pest free
- Replace smoke detector batteries
- Haul away all garbage. DO NOT leave garbage, personal items or furniture at the curb
- ***Provide any/all receipts for work completed by professional vendors***

## FINAL DEPARTURE / SURRENDER

Upon exiting the property for the final time, be sure to lock all doors and windows, **leaving all keyless deadbolts unlocked**. Return all keys, garage door remotes, and pool access cards to CENTURY 21 Judge Fite Property Management office. You have not surrendered the property until ALL ACCESS DEVICES ARE RETURNED TO OUR OFFICE, you will be charged additional “holdover” rent for failure to vacate on time.

## FINAL INSPECTION AND SECURITY DEPOSIT DISBURSEMENT

After you vacate the property and surrender all keys and access devices (including, if applicable, any pool access cards, pool access keys, mailbox keys, all door keys and garage door openers) a representative from CENTURY 21 Judge Fite Property Management will perform an inspection and take photographs to capture the condition of the property.

**FOR THE SAFETY OF OUR EMPLOYEES WE HAVE A FIRM POLICY THAT WE WILL NOT PERFORM THIS FINAL INSPECTION WITH A TENANT; THEREFORE, PLEASE DO NOT ASK FOR A “FINAL WALK-THROUGH.”**

In accordance with Texas statute, the accounting of the security deposit will be completed, and any monies owed to you will be mailed within the 30-day period immediately following your surrender of all keys and access devices, and providing a written forwarding address. Please allow an additional 5-7 working days (after the 30-day period) for your deposit disbursement to arrive in the mail.

CENTURY 21 Judge Fite Property Management represents many different property owners and serves hundreds of tenants each year. We appreciate the relationships we develop with both our owners and tenants. If you need help in the future, whether it is re-renting, managing your new rental home or if you need a reference based on your record as a tenant we are available to answer any questions you may have.

If you have any further questions, please contact your property manager at (972) 780-5380.

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## NOTICE OF FORWARDING ADDRESS

To receive your security deposit disbursement, you are required to provide your forwarding address in writing. Please complete this form and return it to our office.

The accounting of your security deposit will be mailed to you via regular mail within 30 days after all keys and access devices have been returned to CENTURY 21 Judge Fite Property Management (please allow 5-7 business days for mail delivery). If we do not receive your forwarding address in writing, your security deposit disbursement will not be sent. All funds will be in the form of a single check made payable to all tenants listed on your lease agreement.

### ADDRESS OF CURRENT RESIDENCE:

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

### FORWARDING ADDRESS:

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

New Phone Number: \_\_\_\_\_

It is important that we have updated contact numbers in case we need to reach you after you vacate the property. We may have questions that need to be answered in order to settle your security deposit disbursement. All parties listed as a tenant on your lease must sign this document.

Printed Name

Signature

Date

Tenant # 1: \_\_\_\_\_

Tenant # 2: \_\_\_\_\_

Tenant # 3: \_\_\_\_\_

Tenant # 4: \_\_\_\_\_