



FLINCHUM PROPERTY MANAGEMENT CORP.

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STANDARD VACATING CHECKLIST

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DEAR RESIDENTS:

SINCE YOU ARE NOT RENEWING YOUR LEASE FOR NEXT YEAR, TNT WILL BE SHOWING YOUR RESIDENCE FROM 9:00AM TO 5:00PM MONDAY THROUGH FRIDAY AND POSSIBLY 10:00AM TO 1:30PM ON SATURDAY. WE WILL ALWAYS CALL OR TEXT FIRST IF A TELEPHONE NUMBER IS PROVIDED AND TRY TO MAKE AN APPOINTMENT. THEREFORE, UNLESS WE HEAR DIFFERENTLY FROM YOU, WE WILL ASSUME YOUR PERMISSION TO SHOW YOUR UNIT IF WE HAVE BEEN UNABLE TO REACH YOU.

****IF YOU HAVE A PET: PET MUST BE CRATED OR REMOVED FROM THE PROPERTY FOR THE SHOWING OR YOU MUST BE PRESENT. IF THIS IS NOT DONE, YOUR AUTHORIZATION TO HAVE THE PET MAY BE RECALLED.**

****DO NOT ALLOW ANYONE IN YOUR RESIDENCE WHO IS NOT A TNT STAFF MEMBER. THIS INCLUDES PEOPLE WHO WANT TO SEE YOUR RESIDENCE FOR THE FIRST TIME AS WELL AS THOSE PEOPLE WHO HAVE SIGNED A LEASE FOR THE UPCOMING RENTAL SEASON. TNT NEVER SENDS ANYONE TO SEE THE INTERIOR OF YOUR RESIDENCE WITHOUT A STAFF PERSON IN ATTENDANCE.**

****THE MORE COOPERATIVE YOU CAN BE WITH SHOWINGS AND THE CLEANER AND TIDIER YOU KEEP YOUR HOME, THE SOONER WE SHOULD BE ABLE TO LEASE YOUR RESIDENCE. ONCE THE UNIT IS LEASED, THE SHOWINGS WILL STOP.**

****PLEASE USE THIS STANDARD VACATING CHECKLIST AS A GUIDELINE FOR MOVEOUT PROCEDURES. BE SURE TO READ IT THOROUGHLY; IF YOU HAVE ANY QUESTIONS, FEEL FREE TO CONTACT OUR OFFICE.**

(1) RESIDENCE MUST BE THOROUGHLY CLEANED. IF YOU USE A PROFESSIONAL CLEANING COMPANY, YOU MUST PROVIDE US WITH A RECEIPT PRIOR TO THE LAST DAY OF THE LEASE. IF THERE IS AMPLE TIME BETWEEN MOVEOUT AND MOVEIN, WE WILL ATTEMPT TO MAKE A CALLBACK TO THAT COMPANY FOR ANY PROBLEMS. IF WE ARE UNABLE TO GET THEM BACK IN THE PROPERTY, WE WILL HAVE THE WORK COMPLETED AND CHARGE IT AGAINST YOUR SECURITY DEPOSIT.

(2) YOU ARE RESPONSIBLE FOR RENT THROUGH THE EXPIRATION DATE OF YOUR LEASE. THE SECURITY DEPOSIT MAY NOT BE USED FOR THE LAST MONTH'S RENT. IF RENT HAS TO BE DEDUCTED FROM YOUR DEPOSIT, YOU WILL BE CHARGED ALL LATE FEES.

(3) YOU ARE RESPONSIBLE FOR GIVING US YOUR FORWARDING ADDRESS, IN WRITING, **ON OR BEFORE** YOUR LEASE EXPIRATION DATE TO RETURN YOUR SECURITY DEPOSIT. IF WE DO NOT HAVE A FORWARDING ADDRESS, WE WILL MAIL THE CHECK TO THE LAST KNOWN ADDRESS (THE VACATED PROPERTY'S ADDRESS). WE ARE NOT RESPONSIBLE FOR FURTHER ATTEMPTS TO SECURE AN ADDRESS. NO CHECKS WILL BE REISSUED WITHIN 30 DAYS AFTER THE FIRST ISSUE DATE. IF THE SECURITY DEPOSIT REFUND HASN'T BEEN RECEIVED VIA THE MAIL AND RESIDENT INSISTS ON HAVING A NEW CHECK REISSUED BEFORE 30 DAYS PAST ISSUE DATE, THERE WILL BE A \$50 FEE. IF THE SECURITY DEPOSIT REFUND IS NOT RECEIVED BECAUSE RESIDENT DID NOT PROVIDE A FORWARDING ADDRESS AND A NEW CHECK IS REISSUED THERE WILL BE A \$50 FEE. IF SEPARATE CHECKS ARE NEEDED FOR EACH RESIDENT AND THIS WAS NOT REQUESTED PRIOR TO MOVE-OUT AND NEW CHECKS ARE REISSUED THERE WILL BE A \$50 FEE.

(4) LEASE ADDENDUM A SPECIFIES THAT YOU LEAVE ALL UTILITIES ON UNTIL 5 DAYS AFTER LEASE TERMINATION.

(5) WALLS, BASEBOARDS, DOORS, DOOR FRAMES/TRIM, LIGHT SWITCH AND THERMOSTAT COVERS, AND RECEPTACLES MUST BE PRESENT AND FREE OF DIRT, BLACKENED AREAS FROM CANDLE BURNING, FINGERPRINTS, CRAYONS, AND GREASE. ALL OF THE ABOVE MUST BE WASHED. ANY DAMAGE OR HOLES IN THE WALLS BEYOND WHAT IS ALLOWED ON YOUR LEASE MUST BE FILLED/REPAIRED/PAINTED AT YOUR EXPENSE. OVERSPACKLING THAT REQUIRES PAINTING IS CHARGED TO YOU. ANY DAMAGE TO DOORS (INTERIOR OR EXTERIOR) WILL BE CHARGED TO YOU. ANY PAINTING REQUIRED BEYOND NORMAL WEAR AND TEAR WILL BE CHARGED TO YOU. ALL DOORSTOPS MUST BE PRESENT AND IN PROPER WORKING ORDER. IF YOU HAVE PAINTED OR WALLPAPERED WITH OR WITHOUT AUTHORIZATION, YOU MAY BE CHARGED TO BRING THE UNIT BACK TO ITS ORIGINAL CONDITION. THIS IS ALSO TRUE FOR ANY ALTERATIONS MADE TO THE UNIT WITHOUT PRIOR WRITTEN APPROVAL OF THE OWNER. ALL BEDROOMS MUST HAVE NON-KEYED LOCKING KNOBS. IF KEYED KNOBS ARE PRESENT, THEY WILL BE REMOVED/REPLACED AND CHARGED TO YOU.

(6) STOVE DRIP PANS MUST BE REPLACED; MAKE SURE YOU PURCHASE THE CORRECT TYPE. RINGS, CHROME AND ALL OTHER SURFACES MUST BE THOROUGHLY CLEANED. OVEN, OVEN RACKS, AND STORAGE DRAWERS MUST BE CLEANED. BE SURE TO CLEAN UNDER YOUR RANGE TOP/UNDER THE DRIP PANS. SOME RANGE TOPS LIFT UP; OTHERS MUST BE CLEANED BY REACHING IN THROUGH BURNER OPENINGS. IF YOU USE OVEN CLEANER, BE SURE TO REMOVE THE RESIDUE. DO NOT USE OVEN CLEANER IN SELF-CLEANING OVENS. IF YOUR OVEN IS SELF-CLEANING, BE SURE TO WIPE OUT RESIDUE AFTER THE CLEAN CYCLE. ALSO CLEAN UNDERNEATH AND AROUND THE SIDES OF THE RANGE. BE SURE TO LEAVE THE BROILER PAN IN THE OVEN OR IN THE OVEN DRAWER. BE SURE YOUR OVEN LIGHT (IF APPLICABLE) IS WORKING; USE ONLY RECOMMENDED APPLIANCE BULBS FOR REPLACEMENT.

(7) REFRIGERATOR MUST BE CLEANED INSIDE AND OUTSIDE. USE ONLY RECOMMENDED APPLIANCE BULBS FOR REPLACEMENT. BE SURE TO CLEAN THE GRILL, THE COIL, UNDERNEATH IT, THE SIDES, BEHIND IT, AND THE TOP. DO NOT LEAVE FOOD IN THE REFRIGERATOR; DO NOT USE SHARP OBJECTS TO DEFROST IT. SUCH DAMAGE AS WELL AS BROKEN SHELVES OR BROKEN LINERS WILL BE CHARGED BACK TO YOU. IT MAY EVEN REQUIRE THE PURCHASE OF A NEW REFRIGERATOR.

(8) DISHWASHER MUST BE CLEANED INSIDE, OUTSIDE, AND UNDERNEATH. IF BROKEN GLASS OR DEBRIS ARE FOUND IN THE DRAIN, YOU WILL BE CHARGED FOR THE SERVICE CALL AND PARTS.

(9) DISPOSAL SHOULD BE CHECKED FOR DEBRIS BEFORE VACATING. SERVICE CALL FOR INOPERATIVE MACHINES WILL BE CHARGED BACK TO YOU. ANY SINK, COMMODE, OR TUB DRAIN PLUNGING NECESSARY FROM DEBRIS OR HAIR IS A SECURITY DEPOSIT CHARGE.

(10) CABINETS AND DRAWERS IN KITCHEN MUST BE CLEANED OF ALL ITEMS, BE IN GOOD WORKING ORDER, AND BE CLEANED. THIS INCLUDES VACUUMING OUT LOOSE MATERIALS AS WELL AS WASHING OUT WITH A DAMP CLOTH. IF SHELF PAPER HAS BEEN USED, PLEASE REMOVE IT. DOORS AND DRAWER FRONTS SHOULD BE WASHED TO REMOVE ANY DIRT, FINGERPRINTS, SPILLS, OR GREASE BUILD-UP.

(11) STOVE HOOD, FILTER, AND MICROWAVE (IF APPLICABLE) MUST BE CLEANED AND FREE OF GREASE. USUALLY THE FILTER MUST BE REPLACED. BE SURE TO GET UP INSIDE THE HOOD AND THE FRONT INSIDE LEDGE WHERE GREASE ACCUMULATES. MAKE SURE THE HOOD LIGHT IS WORKING AND HAS THE CORRECT TYPE OF BULB.

(12) ALL VINYL, TILE AND HARDWOOD FLOORING MUST BE CLEANED.

(13) PATIO OR BALCONY MUST BE CLEARED OF ALL ITEMS AND CLEANED. DO NOT FORGET TO VACUUM AND WASH OUT YOUR PATIO DOOR TRACK. ALSO, WHERE APPLICABLE, YOU MAY NEED TO CLEAN OUT YOUR PATIO/BALCONY STORAGE AREA.

(14) BATHROOMS MUST BE THOROUGHLY CLEANED, INCLUDING MEDICINE CABINET, WALLS, SINK, TUB, FLOOR, COMMODE, HEATER, BASEBOARD, DOOR, GROUT/CAULKING, LIGHT FIXTURES, EXHAUST FAN, CABINETS, SHOWER CURTAIN ROD, AND SHOWER TILE. ALL BUILT-UP SOAP SCUM MUST BE REMOVED; BE SURE TO ALSO REMOVE ANY RESIDUE LEFT BY THE CLEANING AGENT USED. MILDEW IS NOT NORMAL WEAR AND TEAR AND MUST BE REMOVED. ANY DAMAGE TO THE BATHS MUST BE REPAIRED AT YOUR EXPENSE; E.G. DAMAGED TOILET SEATS, TOWEL BARS, TOILET PAPER HOLDERS, ETC. DO NOT LEAVE DIRTY SHOWER CURTAINS OR PADDED TOILET SEATS.

(15) FURNACE FILTERS MUST BE REPLACED. DAMAGED THERMOSTATS/THERMOSTAT COVERS WILL BE REPLACED AT YOUR EXPENSE.

(16) CARPET IN ALL ROOMS WILL BE PROFESSIONALLY CLEANED ONCE YOU HAVE VACATED, BY A TNT CARPET CLEANING COMPANY AND WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT. PERSONAL CLEANING WITH A RENTAL MACHINE OR RECEIPT FOR PROFESSIONAL CLEANING IS NOT ACCEPTABLE.

IF YOU HAD A PET, THE PROFESSIONAL STEAM CLEANING CONTRACTOR WILL ALSO DEODORIZE THE CARPETS ALONG WITH THE REGULAR CLEANING PROCESS. IF THERE IS A PERMANENT PET ODOR, YOU MAY BE CHARGED FOR REPLACEMENT OF THE FLOOR COVERING OR OTHER DAMAGED ITEMS.

IF THERE ARE PERMANENT STAINS AND/OR DAMAGE TO THE CARPETING, HARDWOOD, OR VINYL, SAID FLOOR COVERING MAY BE REPLACED AT YOUR EXPENSE. A DAMAGE DOCUMENTATION CHARGE ON YOUR DEPOSIT FORM MEANS WE TOOK PICTURES.

(17) ALL CLOSETS MUST BE CLEARED OF ALL ITEMS AND CLEANED. UTILITY CLOSETS SHOULD BE DONE AS WELL—FURNACE, WATER HEATER, WASHER/DRYER (IF APPLICABLE), WASH CONTROL PANELS, AROUND DOORS, AND EMPTY OUT DRYER LINT FILTERS. WASH INSIDE AND OUTSIDE OF WASHER/DRYER, OUTSIDE OF WATER HEATER, FURNACE, ETC., THOROUGHLY.

(18) FIREPLACE AND/OR WOODSTOVE, WHERE APPLICABLE, MUST BE CLEANED, ALL CHIMNEY FLUES WILL BE PROFESSIONALLY INSPECTED/CLEANED AT LEASE EXPIRATION AND CHARGED TO YOUR SECURITY DEPOSIT.

(19) WINDOWS (INSIDE AND OUTSIDE), WINDOW SILLS, WINDOW TRACKS, SCREENS, AND BLINDS MUST BE CLEANED OF ALL DIRT, TRASH, AND DUST. THIS INCLUDES BUT IS NOT LIMITED TO VACUUMING OUT WINDOW TRACKS AND SILLS, AS WELL AS SCREENS, AND THE THOROUGH WASHING OF GLASS AND WINDOW BLINDS. ALL MILDEW MUST BE REMOVED OUT OF METAL WINDOW TRACKS.

(20) ANY MISSING OR DAMAGED WINDOW SCREENS, PATIO DOOR SCREENS, OR DAMAGE TO WINDOW/BLINDS/WINDOW TREATMENTS WILL NEED TO BE REPAIRED OR REPLACED AT YOUR EXPENSE.

(21) ALL LIGHT BULBS, INCLUDING APPLIANCE BULBS, MUST BE IN WORKING ORDER. USE CORRECT BULBS (ALL BULBS IN A FIXTURE MUST MATCH); IF THE WRONG TYPES OR WATTAGES ARE USED, THEY WILL BE REPLACED AT YOUR EXPENSE. ALL LIGHT COVERS, GLOBES, AND VENTS MUST BE REMOVED, CLEANED, AND REINSTALLED.

(22) ALL KEYS (DOOR, STORAGE, AND MAILBOX KEYS) MUST BE TURNED IN TOGETHER TO TNT ON OR BEFORE NOON THE DAY OF YOUR LEASE EXPIRATION. IF TURNED IN SEPARATELY OR LEFT IN THE UNIT, THERE IS A \$25 CHARGE PER KEY. IT WILL BE AT YOUR OWN RISK WITH REGARD TO THE PROPER CREDITING OF YOUR ACCOUNT. IF ALL KEYS ARE NOT RETURNED, THE LOCKS WILL BE CHANGED AND CHARGED TO YOU; ANY ADDITIONAL KEYS NECESSARY WILL ALSO BE CHARGED TO YOU. DON'T FORGET TO TURN IN YOUR MAILBOX AND/OR STORAGE KEYS; IF NOT, THESE LOCKS WILL BE CHANGED AT YOUR EXPENSE.

(23) ANY DAMAGE TO RESIDENCE BEYOND NORMAL WEAR AND TEAR WILL BE REPAIRED AND CHARGED TO YOU.

(24) RESIDENT UNDERSTANDS THAT ALL LABOR CHARGES FOR MAINTENANCE TO REPAIR DAMAGES EXCEEDING ORDINARY WEAR AND TEAR ON THE PREMISES WILL BE AT A BASE RATE OF \$40.00/HOUR/MAN, THOUGH RATES FOR SPECIALIZED AND/OR THIRD-PARTY CONTRACTOR REPAIRS MAY EXCEED THIS RATE. IN THE EVENT THE SERVICES OF SPECIALIZED AND/OR THIRD-PARTY CONTRACTORS IS REQUIRED, RESIDENT ALSO AGREES TO PAY AN ADMINISTRATIVE FEE TO OWNER IN THE AMOUNT OF TEN PERCENT (10%) OF THE TOTAL AMOUNT DUE FOR PARTS AND LABOR CHARGES OF THE REPAIR. RESIDENT AGREES TO PAY ALL SUCH CHARGES IMMEDIATELY UPON PRESENTMENT OF THE BILL BY OWNER.

(25) YOU MAY BE BILLED FOR STORAGE/HAULING CHARGES FOR ANY PERSONAL ITEMS OR TRASH WHICH MUST BE REMOVED FROM THE RESIDENCE AFTER MOVE-OUT. THIS INCLUDES ALL STORAGE AREAS.

(26) SMOKE DETECTORS AND/OR CARBON MONOXIDE DETECTORS MUST BE PRESENT AND IN WORKING CONDITION. BE SURE TO CHECK YOUR BATTERY OR BATTERIES.

(27) IF PETS WERE PRESENT, THE UNIT MUST BE PROFESSIONALLY FUMIGATED FOR FLEAS AND TICKS. TNT WILL HAVE THIS DONE AND DEDUCT IT FROM YOUR SECURITY DEPOSIT. FLEA BOMBING IS NOT ACCEPTABLE. IF THERE ARE ODORS AS A RESULT OF THE PET, YOU ARE RESPONSIBLE FOR ANY REPLACEMENT COSTS TO ELIMINATE THE ODOR FOR THE NEXT RESIDENTS. IF THERE IS EVIDENCE THAT AN UNAUTHORIZED PET WAS THERE, YOU WILL ALSO BE CHARGED A \$250.00 PET FEE PER PET.

(28) MILDEW IS NOT CONSIDERED NORMAL WEAR AND TEAR. IT MUST BE PROPERLY REMOVED. ANY PERMANENT DAMAGE AS A RESULT OF IMPROPER REMOVAL OR LACK OF CONSISTENT REMOVAL DURING RESIDENCY WILL BE CHARGED TO YOU.

(29) IF YOU ARE RESPONSIBLE FOR MOWING AND LAWN CARE, YOU WILL BE CHARGED IF SUCH WORK IS NOT COMPLETED WITHIN 24 HOURS PRIOR TO LEASE EXPIRATION. THIS MAY INCLUDE BUT IS NOT LIMITED TO MOWING, TRIMMING, WEED PULLING, TREE/SHRUB TRIMMING, LEAF REMOVAL, ETC. IN ADDITION, A \$35.00 ADMINISTRATIVE FEE WILL BE CHARGED FOR EACH AND EVERY BILL.

(30) IF YOU HAVE HAD A SATELLITE DISH INSTALLED YOU ARE RESPONSIBLE FOR THE REMOVAL OF THE DISH WHEN YOU VACATE OR YOU WILL BE CHARGED A \$100 FEE FOR REMOVAL PER DISH.

(31) IF THERE ARE PESTS PRESENT IN YOUR UNIT, TO INCLUDE BUT NOT LIMITED TO FLEAS, ANTS, SILVERFISH, MOTHS, SPIDERS, ROACHES, ETC., YOU WILL BE CHARGED FOR PROFESSIONAL FUMIGATION.

(32) THERE WILL BE NO "MOVEOUT" INSPECTION ON A RENEWAL LEASE. INCOMING RESIDENTS ON ROOMMATE CHANGE LEASES ACCEPT THE UNIT IN "AS IS" CONDITION BASED ON THE ORIGINAL CONDITION REPORT.

(33) IF YOU HAVE OTHER SPECIAL PROVISIONS IN YOUR LEASE, PLEASE COMPLETE ANY REQUIRED ITEMS PRIOR TO VACATING.

(34) IF YOU WISH TO BE PRESENT AT YOUR VACATING INSPECTION, YOU MUST MAKE YOUR REQUEST IN WRITING AT LEAST SEVENTY-TWO (72) HOURS PRIOR TO YOUR LEASE EXPIRATION DATE; AFTER THE RECEIPT OF YOUR REQUEST, **YOU WILL BE NOTIFIED OF THE TIME AND DATE OF THE INSPECTION AND IT WILL NOT BE RESCHEDULED.** ONLY ONE INSPECTION WILL BE COMPLETED; YOU WILL NOT BE ALLOWED TO REMEDY PROBLEMS FOUND AT YOUR INSPECTION. IF AN APPOINTMENT IS MADE AND THE RESIDENT DOES NOT HAVE EVERYTHING REMOVED FROM THE PREMISES AND IS NOT READY FOR THE INSPECTION A \$50.00 SERVICE CHARGE WILL BE MADE AND THE FOLLOW UP INSPECTION WILL BE AT MANAGEMENT'S CONVENIENCE. IF RESIDENT FAILS TO SCHEDULE AND ATTEND MOVE-OUT INSPECTION THIS SHALL CONSTITUTE CONCURRENCE BY RESIDENT OF MANAGEMENT'S ASSESSMENT OF CHARGES FOR DAMAGES OR CLEANING. ALSO, IF PICTURES ARE NECESSARY TO DOCUMENT DAMAGES TO THE PREMISES THE COST OF THESE WILL BE THE RESIDENT'S RESPONSIBILITY.

(35) ANY ITEMS LEFT IN THE PROPERTY WILL BE REMOVED AND DISPOSED OF WITHIN 24 HOURS ACCORDING TO THE LAWS OF THE STATE OF VIRGINIA, SECTION 55-248.38:1. DISPOSAL WILL BE AT RESIDENTS EXPENSE.

(36) FINAL CHARGES WILL NOT BE AVAILABLE UNTIL ALL WORK IS COMPLETED AND INVOICES ARE RECEIVED. GENERAL NOTE: IF YOU ARE HAVING PROFESSIONAL CLEANING OR REPAIR WORK DONE, PLEASE BE VERY CAREFUL IN YOUR SELECTION OF CONTRACTORS; A LIST OF CONTRACTORS IS AVAILABLE IN OUR OFFICE.

WE HAVE ENJOYED HAVING YOU RESIDE WITH US. THANK YOU FOR ALLOWING TNT THE OPPORTUNITY TO SERVICE YOUR REAL ESTATE NEEDS. BEST WISHES IN ALL YOUR FUTURE ENDEAVORS.

THANK YOU.....TNT FLINCHUM PROPERTY MANAGEMENT