

**Town &
Country
Realty
Home & Loan
Finder
Hotline
866-883-**

Teresa N. Snyder

By Referral Only® Real Estate &
Mortgage Consultant.....For Life

2300 Biehn Street Suite AA

Klamath Falls

Oregon 97601

24 hr. Toll Free
Number + 24 hr.

Fax
1-866-883-3421
press # to leave a
message

NEW!

Email: info@t-crealty.com

Online: www.t-crealty.com

6600+ Properties Available on our
web site. Save a search & we will
email you when new properties
come on the market that meet your
specifications. We specialize in
Buyer's Representation, Property
Management & Estate Sales,



Deposit Refund Policy

Attention: Current Tenant(s)

Please note! This is a confidential message intended solely for the person to whom it is addressed. If you received this message in error, please forward it on to the intended recipient, destroy it or fax it back to us. Thank You

Date Sent:

Pages Sent: Our Deposit Refund Policy, Cleaning List, Form for Carpet Cleaner to fill out & 30 day Notice Form - please provide your forwarding address & contact information for showings. **Response Requested:** Yes - Return by postal mail, fax or delivery in person

Enclosed please find a copy of our Deposit Refund Policy. Please make sure you return your home to us clean and as instructed on the Deposit Refund Damage Costs Form and vacate the unit in full compliance with your rental agreement - please review your rental agreement addendum for full details. Please also make sure your account is brought current before your move out date, keys are returned & the utilities remain on till the date you return the keys or the end date of yours or our 30 Day Notice served to you - which ever is the latter. This form is sent to confirm intent to terminate your rental contract with us.

Any items not clean, not cleaned as per the form's instruction or damaged/in disrepair - you will be billed for. If the amount exceeds your security deposit - you will have 15 days to make payments arrangements after you vacate the home or we will be forced to turn your account over to collections and your wages will be attached to pay for your damages, repairs, cleaning costs, etc. If you need instructions on how to clean properly - we have a special report on file we can mail or email to you upon request.

Please make sure to pay close attention to Number 4- carpet cleaning. If you want to use a different company - please call and let me know and provide us with a receipt & the attached form returned. You must use a professional carpet cleaning company. A lot of times - the machines you rent at the store actually will set stains into the carpet. And we will be forced to charge you to repair the stains or replace the carpet.

Please make sure that you provide us with a forwarding address to send your deposit to. It is also good to leave a phone number &/or email address in case the deposit comes back in the mail.

If you are vacating before your lease is up, you will owe a lease break fee now called a non-compliance early termination fee + repayment of your lease signing incentives. If we have to terminate your tenancy due to your non-compliance with your rental contract with us, you will owe our non-compliance termination fee. If you do not vacate by the termination date of your contract, you are considered to be a holdover tenant and the rent is equal to double the current per day rent. And If we have to file for possession with the courts, your account will be charged & you will owe a \$250 per visit to the court house plus all court costs, sheriff service of notice costs & attorney fees.

If you know of anyone who may like to rent your home - please call 883-3421, enter # and let us know. Or have them call us Toll Free at 1-866-883-3421 & enter # to leave a message. We usually post home's for rent 30 days in advance of them being vacant - so they can go to www.t-crealty.com/rentals.htm and get all the details + photos if we have them available. Thank you for renting from us. We have enjoyed getting to know you and wish you the best where ever you move to.

If you have any questions or concerns, please feel free to contact me by email at teresa@t-crealty.com or at my office - Toll Free 1-866-883-3421 - Press # (if I am available to take your call - my voice messaging system will find me & transfer your call to me) - Thank you!

Sincerely,

Teresa N. Snyder

Teresa N. Snyder

By Referral Only® Real Estate & Mortgage Consultant, GRI
Associate Broker Town & Country Realty

teresa@t-crealty.com
www.Living-in-Klamath-Falls.com

P.S. Most Realtors & Lenders spend 80-90% of their time marketing for new "prospects" by placing ads, door knocking, & holding weekend open houses. I have chose, instead, to work "By Referral Only" and Your Referrals allow me to dedicate 100% of my efforts to my clients instead of out chasing new business. By Referral Only® means that your satisfaction is my highest priority. I want to serve you in such a way that you would be delighted to tell your friends, family members, and co-workers to use my service when they have a real estate or mortgage need.



Deposit Refund

Please Note: The only way you will receive a deposit refund is if you complete the following Clean-up list and make sure your account is brought current and nothing is past due & owing. If you do not, you will be billed for all of the work to be done. If you do not arrange make payments for the clean up work, then the bill will be turned over to collections and you are responsible for all collection costs. This will affect your credit history & any rental reference from us. We rent homes. We are not in the Rental Cleaning Business - that is your responsibility. If you do not have time to do it - hire it out. We have several companies we use & would be happy to refer them to you.

****This is not an all inclusive list - We want the unit clean and be able to rent it the very next day following your move out. No trash, debris, grease, grime, dirt or dust should be left behind. All items provided at move in need to remain in unit when you vacate**

Clean-up List:

1. Range, range hood & fan, oven, and refrigerator cleaned inside and out & also underneath (take extreme caution not to damage the floors by moving appliances out to clean under them)..
2. Cabinets, drawers, & sinks cleaned inside and out. Use stainless steel cleaner on stainless sinks only. Most Bathroom sinks are now plastic - do not use any harsh abrasives or you will be billed for a replacement sink.
3. Light fixtures & covers must be cleaned and all bulbs present and working. outlet & light covers must be cleaned Broken covers must be replaced.
4. All floors cleaned & waxed. Sealed Wood Floors clean with Minwax Hardwood Floor Cleaner (do not dilute with water). Non-sealed hardwood floors - Murphy's wood oil soap. If floors are very dirty - make sure to wet mop a second time to remove all residue. Vinyl floors need to be waxed - please contact Barco for speciality floor wax. Do not use water to clean laminate flooring - it will damage them. Use appropriate laminate floor cleaner.
5. All carpets shampooed by a **carpet cleaning professional** unless other arrangements are made in writing with our consent and approving signatures. Call Comstock Carpets 882-2080. **You must provide us with a receipt & have them fill out the attached carpet cleaning form. If not done, your account will be billed a \$200 Non-cleaning of carpet noncompliance fee & rent will be charged till the carpets can be cleaned. This is your responsibility.** We do black light carpets to ensure there has been no pet damage.
6. Ceilings, baseboards and walls clean. Cobwebs removed. Woodwork oiled. All nail holes filled with shrink free spackling available at Sherwin Williams Paint Company - 884-7704.
7. Heating unit, ducts, vents & vent covers need to be vacuumed, clean and all dust & debris removed. Filter needs to be clean- please replaced with a new clean one or if washable, please wash.
8. Clean out fireplace and/or woodstove if one is available. No Soot.
9. All plumbing fixtures clean. No dust, soap scum or mildew.
10. Clean shower tile, tub, tub surround, & toilet. No mold.
11. All garbage removed from premises and this includes all trash, cigarette butts in the yard, areas of use & driveway. Please bag all garbage before putting in the garbage cans, make sure everything makes it into the cans & the cans are clean & odor free.
12. All Keys must be returned or pay for re-keying of all locks. Keys must be returned to our office & be the exact number as you were initially given plus any extra copies you had made.
13. Cable TV equipment must be returned.
14. Draperies & all rods cleaned. Dry Clean if required. Damage done in cleaning is your responsibility. All mini blinds must be free of dust, cobwebs & grime.
15. All windows, sills, trim, baseboards, & picture molding washed. No mold, No dust.
16. Sidewalks, Porches, Basement & Garage must be swept clean. No dust/dirt or cobwebs. Wash with water if dusty or dirty.
17. Lawns and grounds trimmed and mowed. Lawn must be returned in good condition. Mow every two weeks, water each area for at least three hours weekly, fertilize yearly or hire this done. Please water and take care of the landscaping & lawns or we will hire it done & bill your account. Remove weeds from beds. Fill all holes in the yard especially pet damage & remove all pet waste weekly.
18. **No Smoke Smell. Smoking is not allowed inside any unit. Do not smoke within 20 feet of any open window or door.**
19. If this applies - Heating Fuel Tank filled & full by vacated date and firewood used replaced. You must provide us with a receipt.
20. Property is as good or better condition as when received- ordinary wear and tear by the elements excepted only after one year of occupancy. If you leave before one year, you will be held responsible for all charges to bring the unit up to the original move in condition. Smokers Damage does not fall under normal wear and tear - it is damage.
21. You must: give a written 30 day notice to leave, leave a forwarding address with us, complete the list of required cleaning on the Deposit Refund Form, and return the keys to us. Failure of Tenants to give written 30 day notice will make you liable for up to 30 Days Rent & a non-compliance fee + repayment of your lease signing incentives. If evicted for any reason including nonpayment of rent - you will be charged a non-compliance fee + the lease signing incentives as per your signed rental agreement addendum. This applies if you skip before the FED can be filed as well. Manager reserves the right to accept less than a 30 day notice to vacate
22. If you are leaving before your lease is up, be advised that you will owe your lease break noncompliance fee and your account will be charged + repayment of your lease signing incentives. Please set up a payment arrangement before you vacate or we will be forced to turn your account over to collections.
23. **No High Heels on Wood, Vinyl, or Tile Floors.** They can cause extreme damage.
24. All evidence of vermin needs to be removed. If you have vermin - please put down glue traps to catch them. All costs to remove vermin will be billed to your account.
25. **Turn off water hot & cold supply to the washer, make sure not leaking (if drip put bowl under) and turn off power to the water heater.**

Please note you signed this form with your original rental agreements & the original form includes the \$35 per hour rate we charge for cleaning. Avoid paying our fees by getting the work done before you return the keys to us.

**Town & Country Realty
2300 Biehn Street
Klamath Falls, OR 97601
Toll Free Telephone & Fax 1-866-883-3421**

Carpet cleaning Instructions

Please let us know if there is any damage to the carpeting in this home. Especially people or pet damage including unremovable stains, odors including pet urine.

Please fax this form plus a copy of your invoice showing paid by the tenant Toll Free to 1-866-883-3421 or you can mail to our address above or drop in our brass mailbox at our office address above. Please also try and get the carpets as dry as possible if using a wet clean or as much of the chemical up as possible if using a dry clean system

Please circle & answer the following questions:

**Is there evidence of people damage to the carpeting? Yes or No
If yes, please explain:**

**Is there evidence of pet damage to the carpeting? Yes or No
If yes, please explain:**

**Is there evidence of pet urine in the carpeting? Yes or No
If yes, please explain:**

Were you able to remove the damage? Yes or No

Is the odor gone? Yes or No

**Do you recommend replacing the carpets? Yes or No
All the rooms or which rooms:**

Were the carpets: Okay, Dirty, Very Dirty, Horrible, Abused, Need Replacing

Thank you!

Tenant's 30 Day Notice

Date: *Tenant Name (s)*: _____

Property Address: _____

City: _____ State: _____ Zip: _____

As our rental agreement requires, I/We hereby give 30 days notice of our intent to vacate our home (please add 4 days for mailing if you are mailing this form or putting it in our mailbox) and we will return the keys & deliver the unit back to you cleaned as per our deposit refund form on the date of _____, 200__ at _____ am/pm (circle one).

I/we agree to adhere to my rental contract rules & requirements & to return my home as per my signed deposit refund form. If I/we remain in possession without the our consent after expiration of the term of the rental agreement or its termination, we may bring action for possession and if your holdover is willful and not in good faith, the landlord may also recover not more than two month's periodic rent or twice the actual damages sustained by the landlord, whichever is greater.

Our home may be shown at reasonable times with appropriate notice

Telephone number to call for permission to show is:

Daytime Number: _____

Evening Number: _____

Cell Phone Number: _____

Email Address: _____

Our Forwarding Address will be:

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

If you do not have a forwarding address as of yet - Please state the best address to mail your End Statement of Account & Deposit Refund if applicable.

Please mail to our current rental address. We will submit forwarding address request with post office

Please mail to our cosigner.

Please mail to address below.

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email Address: _____

Date: _____ *Tenant Name (s)*: _____

Date: _____ *Tenant Name (s)*: _____

**Thank you &
Good Luck to you!**

Date Received by Town & Country Realty: _____

How Received?

Left in our Mail Box Mailed Faxed Personally Delivered Emailed

Date Accepted by Town & Country Realty: _____

Date Deposit Refund Policy sent by Town & Country Realty: _____

Mailed Faxed Personally Delivered Faxed

Date Prorated Rent owed & other fees owed by Town & Country Realty: _____

Mailed Faxed Personally Delivered Emailed

**Town &
Country
Realty
Home & Loan
Finder
Hotline
866-883-3421**

Teresa N. Snyder

By Referral Only® Real Estate
& Mortgage Consultant.....For
Life

2300 Biehn Street Suite AA
Klamath Falls
Oregon 97601



24 hr. Toll Free
Number + 24
hr. Fax
1-866-883-
3421

press # to leave a message

Email: info@t-crealty.com

Online: www.t-crealty.com
6600+ Properties Available on
our web site. Save a search &
we will email you when new
properties come on the market
that meet your specifications.

We specialize in Buyer's
Representation, Property
Management, Real Estate



Deposit Refund Policy Copy for Tenant's File

Attention: Current Tenant

Please note! This is a confidential message intended solely for the person to whom it is addressed. If you received this message in error, please forward it on to the intended recipient, destroy it or fax it back to us. Thank You

Date Sent:

Pages Sent: Our Deposit Refund Policy, Cleaning List, Form for Carpet Cleaner to fill out & 30 day Notice Form - please provide your forwarding address & contact information for showings.

Response Requested: Yes - Return by postal mail or delivery in person

Enclosed please find a copy of our Deposit Refund Policy. Please make sure you return your home to us clean and as instructed on the Deposit Refund Damage Costs Form and vacate the unit in full compliance with your rental agreement - please review your rental agreement addendum for full details. Please also make sure your account is brought current before your move out date, keys are returned & the utilities remain on till the date you return the keys or the end date of yours or our 30 Day Notice served to you - which ever is the latter. This form is sent to confirm intent to terminate your rental contract with us.

Any items not clean, not cleaned as per the form's instruction or damaged/in disrepair - you will be billed for. If the amount exceeds your security deposit - you will have 15 days to make payments arrangements after you vacate the home or we will be forced to turn your account over to collections and your wages will be attached to pay for your damages, repairs, cleaning costs, etc. If you need instructions on how to clean properly - we have a special report on file we can mail or email to you upon request.

Please make sure to pay close attention to Number 4- carpet cleaning. If you want to use a different company - please call and let me know and provide us with a receipt & the attached form returned. You must use a professional carpet cleaning company. A lot of times - the machines you rent at the store actually will set stains into the carpet. And we will be forced to charge you to repair the stains or replace the carpet.

Please make sure that you provide us with a forwarding address to send your deposit to. It is also good to leave a phone number &/or email address in case the deposit comes back in the mail.

If you are vacating before your lease is up, you will owe a lease break fee now called a non-compliance early termination fee + repayment of your lease signing incentives. If we have to terminate your tenancy due to your non-compliance with your rental contract with us, you will owe our non-compliance termination fee. If you do not vacate by the termination date of your contract, you are considered to be a holdover tenant and the rent is equal to double the current per day rent. And If we have to file for possession with the courts, your account will be charged & you will owe a \$250 per visit to the court house plus all court costs, sheriff service of notice costs & attorney fees.

If you know of anyone who may like to rent your home - please call 883-3421, enter # and let us know. Or have them call us Toll Free at 1-866-883-3421 & enter # to leave a message. We usually post home's for rent 30 days in advance of them being vacant - so they can go to www.t-crealty.com/rentals.htm and get all the details + photos if we have them available. Thank you for renting from us. We have enjoyed getting to know you and wish you the best where ever you move to.

If you have any questions or concerns, please feel free to contact me by email at teresa@t-crealty.com or at my office - Toll Free 1-866-883-3421 - Press # (if I am available to take your call - my voice messaging system will find me & transfer your call to me) - Thank you!

Sincerely,

Teresa N. Snyder

Teresa N. Snyder
By Referral Only® Real Estate & Mortgage Consultant, GRI
Associate Broker Town & Country Realty
teresa@t-crealty.com
www.Living-in-Klamath-Falls.com



P.S. Most Realtors & Lenders spend 80-90% of their time marketing for new "prospects" by placing ads, door knocking, & holding weekend open houses. I have chose, instead, to work "By Referral Only" and Your Referrals allow me to dedicate 100% of my efforts to my clients instead of out chasing new business. By Referral Only® means that your satisfaction is my highest priority. I want to serve you in such a way that you would be delighted to tell your friends, family members, and co-workers to use my service when they have a real estate or mortgage need.

Deposit Refund

Copy for Tenant's File

Please Note: The only way you will receive a deposit refund is if you complete the following Clean-up list and make sure your account is brought current and nothing is past due & owing. If you do not, you will be billed for all of the work to be done. If you do not arrange make payments for the clean up work, then the bill will be turned over to collections and you are responsible for all collection costs. This will effect your credit history & any rental reference from us. We rent homes. We are not in the Rental Cleaning Business - that is your responsibility. If you do not have time to do it - hire it out. We have several companies we use & would be happy to refer them to you. *This is not an all inclusive list - We want the unit clean and be able to rent it the very next day following your move out.**

Clean-up List:

- No trash, debris, grease, grime, dirt or dust should be left behind.** All items provided at move in need to remain in unit when you vacate.
1. Range, range hood & fan, oven, and refrigerator cleaned inside and out & also underneath (take extreme caution not to damage floors by moving appliances out to clean under them)..
 2. Cabinets, drawers, & sinks cleaned inside and out. Use stainless steel cleaner on stainless sinks only. Most Bathroom sinks are now plastic - do not use any harsh abrasives or you will be billed for a replacement sink.
 3. Light fixtures & covers must be cleaned and all bulbs present and working. outlet & light covers must be cleaned Broken covers must be replaced.
 4. All floors cleaned & waxed. Sealed Wood Floors clean with Minwax Hardwood Floor Cleaner (do not dilute with water). Non-sealed hardwood floors - Murphy's wood oil soap. If floors are very dirty - make sure to wet mop a second time to remove all residue. Vinyl floors need to be waxed - please contact Barco for speciality floor wax. Do not use water to clean laminate flooring - it will damage them. Use appropriate laminate floor cleaner.
 5. All carpets shampooed by a **carpet cleaning professional** unless other arrangements are made in writing with our consent and approving signatures. Call Comstock Carpets 882-2080. **You must provide us with a receipt & have them fill out the attached carpet cleaning form. If not done, your account will be billed a \$200 Non-cleaning of carpet noncompliance fee & rent will be charged till the carpets can be cleaned. This is your responsibility.** We do black light carpets to ensure there has been no pet damage.
 6. Ceilings, baseboards and walls clean. Cobwebs removed. Woodwork oiled. All nail holes filled with shrink free spackling available at Sherwin Williams Paint Company - 884-7704.
 7. Heating unit, ducts, vents & vent covers need to be vacuumed, clean and all dust & debris removed. Filter needs to be clean- please replaced with a new clean one or if washable, please wash.
 8. Clean out fireplace and/or woodstove if one is available. No Soot.
 9. All plumbing fixtures clean. No dust, soap scum or mildew.
 10. Clean shower tile, tub, tub surround, & toilet. No mold.
 11. All garbage removed from premises and this includes all trash, cigarette butts in the yard, areas of use & driveway. Please bag all garbage before putting in the garbage cans, make sure everything makes it into the cans & the cans are clean & odor free.
 12. All Keys must be returned or pay for re-keying of all locks. Keys must be returned to our office & be the exact number as you were initially given plus any extra copies you had made.
 13. Cable TV equipment must be returned.
 14. Draperies & all rods cleaned. Dry Clean if required. Damage done in cleaning is your responsibility. All mini blinds must be free of dust, cobwebs & grime.
 15. All windows, sills, trim, baseboards, & picture molding washed. No mold, No dust.
 16. Sidewalks, Porches, Basement & Garage must be swept clean. No dust/dirt or cobwebs. Wash with water if dusty or dirty.
 17. Lawns and grounds trimmed and mowed. Lawn must be returned in good condition. Mow every two weeks, water each area for at least three hours weekly, fertilize yearly or hire this done. Please water and take care of the landscaping & lawns or we will hire it done & bill your account. Remove weeds from beds. Fill all holes in the yard especially pet damage & remove all pet waste weekly.
 18. **No Smoke Smell. Smoking is not allowed inside any unit. Do not smoke within 20 feet of any open window or door.**
 19. If this applies - Heating Fuel Tank filled & full by vacated date and firewood used replaced. You must provide us with a receipt.
 20. Property is as good or better condition as when received- ordinary wear and tear by the elements excepted only after one year of occupancy. If you leave before one year, you will be held responsible for all charges to bring the unit up to the original move in condition. Smokers Damage does not fall under normal wear and tear - it is damage.
 21. You must: give a written 30 day notice to leave, leave a forwarding address with us, complete the list of required cleaning on the Deposit Refund Form, and return the keys to us. Failure of Tenants to give written 30 day notice will make you liable for up to 30 Days Rent & a non-compliance fee + repayment of your lease signing incentives. If evicted for any reason including nonpayment of rent - you will be charged a non-compliance fee + the lease signing incentives as per your signed rental agreement addendum. This applies if you skip before the FED can be filed as well. Manager reserves the right to accept less than a 30 day notice to vacate
 22. If you are leaving before your lease is up, be advised that you will owe your lease break noncompliance fee and your account will be charged + repayment of your lease signing incentives. Please set up a payment arrangement before you vacate or we will be forced to turn your account over to collections.
 23. **No High Heels on Wood, Vinyl, or Tile Floors.** They can cause extreme damage.
 24. All evidence of vermin needs to be removed. If you have vermin - please put down glue traps to catch them. All costs to remove vermin will be billed to your account.
 25. **Turn off water hot & cold supply to the washer, make sure not leaking (if drip put bowl under) and turn off power to the water heater.**
- Please note you signed this form with your original rental agreements & the original form includes the \$35 per hour rate we charge for cleaning. Avoid paying our fees by getting the work done before you return the keys to us.

Town & Country Realty

2300 Biehn Street

Klamath Falls, OR 97601

Toll Free Telephone & Fax 1-866-883-3421

Copy for Tenant's File

Carpet Cleaning Instructions

Please let us know if there is any damage to the carpeting in this home. Especially people or pet damage including unremovable stains, odors including pet urine.

Please fax this form plus a copy of your invoice showing paid by the tenant Toll Free to 1-866-883-3421 or you can mail to our address above or drop in our brass mailbox at our office address above.

Please also try and get the carpets as dry as possible if using a wet clean or as much of the chemical up as possible if using a dry clean system

Please circle & answer the following questions:

Is there evidence of people damage to the carpeting? Yes or No

If yes, please explain:

Is there evidence of pet damage to the carpeting? Yes or No

If yes, please explain:

Is there evidence of pet urine in the carpeting? Yes or No

If yes, please explain:

Were you able to remove the damage? Yes or No

Is the odor gone? Yes or No

Do you recommend replacing the carpets? Yes or No

All the rooms or which rooms:

Rate the carpets: Okay, Dirty, Very Dirty, Horrible, Abused, Need Replacing

Thank you!

Utility Compliance Check Off List

Property Address:

Tenants Name:

WP Natural Gas (Avista) 1-800-227-9187 (2,4)		http://www.avistautilities.com/	
Date called?			
Dates on Contract?	Move In:	Periodic Check up	Move Out:
Gas On?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
In whose name?	___ Tenants ___ Ours ___ TC or ___ Owner	___ Tenants ___ Ours ___ TC or ___ Owner	
As of what date?			
Scheduled shut off when?			
Auto Landlord policy in effect?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
If not - Enter date new Policy was faxed in			
If not Winter - was shut off authorized?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
Must fax in new Auto Landlord policy in 2 weeks			
Enter date new Policy was faxed in			
Tenants Move Out Date			
Meters Read on what date?			
\$200 non-maintenance of utility fee applicable?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No

Pacific Power & Light 1-888-221-7070 (1,3,3)		http://www.pacificpower.net/	
Date called?			
Dates on Contract?	Move In:	Periodic Check up	Move Out:
Electricity On?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
In whose name?	___ Tenants ___ Ours ___ TC or ___ Owner	___ Tenants ___ Ours ___ TC or ___ Owner	
As of what date?			
Scheduled shut off when?			
Auto Landlord policy in effect?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
If not - Enter date new Policy was faxed in			
If not Winter - was shut off authorized?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
Must fax in new Auto Landlord policy in 2 weeks			
Enter date new Policy was faxed in			
Tenants Move Out Date			
Meters Read on what date?			
\$200 non-maintenance of utility fee applicable?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No

City Water & Sewer	883-5301	Malin 723-2021	
Date called?			
Dates on Contract?	Move In:	Periodic Check up	Move Out:
Water & Sewer On?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
In whose name?	___ Tenants ___ Ours ___ TC or ___ Owner	___ Tenants ___ Ours ___ TC or ___ Owner	
As of what date?			
Scheduled shut off when?			
Auto Landlord policy in effect?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
If not - Enter date new Policy was faxed in			
If not Winter - was shut off authorized?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No
Must fax in new Auto Landlord policy in 2 weeks			
Enter date new Policy was faxed in			
Tenants Move Out Date			
Meters Read on what date?			
\$200 non-maintenance of utility fee applicable?	___ YES or ___ No	___ YES or ___ No	___ YES or ___ No

JSA Waste Garbage

884-7706

<http://www.usawaste.com>

Date called?

Service On?

In whose name?

Scheduled shut off when?

Property Inventory

Fire Extinguisher

Given to tenant when?

Brought or installed on property when?

Where installed?

Smoke Detector

Given to tenant when?

Brought or installed on property when?

Where installed?

Lithium Battery present?

Lead Bolts

Given to tenant when?

Brought or installed on property when?

Water?

Given to tenant when?

Brought or installed on property when?

Notes: