

To prepare the property for your close out inspection, please do the following:

- **Cleaning**
 - Have the property clean throughout the interior and the exterior.
 - This also includes, but is not limited to, vinyl or tile floors, windows insides & out, windowsills & door casings, mini blinds, wiping out drawers & shelves appliances, sinks, toilets, bathtubs, showers, vanities, light fixtures, fireplaces, removal of cobwebs inside & out, etc.
 - A dirty property is not normal wear and tear.
- Carpet cleaning: carpet cleaning depends on the age of carpet in the property, whether you have had pets, and if the carpet cleaning exceeds normal wear & tear.
 - You will be charged 100% at all times, if you have had pets and/or you have soiled carpets exceeding normal wear & tear.
 - Do not rent machines from a store, use home cleaning machines, or employ chemical cleaning. Only professional steam cleaning is accepted. If you wish, please call Premier Chem-Dry (919-714-3056) for an accepted carpet cleaner, who charges reasonable rates. If you hire another carpet cleaner, you must ensure the carpet cleaner will guarantee their work to the satisfaction of Breedlove & Associates (B&A). You also must include a receipt when you drop off your keys.
 - Tenants - please note: (B&A) will not reimburse for any carpet cleaning contracted by the tenant, without prior approval.
- **Replace:**
 - Light bulbs, filters, smoke detector batteries, doorstops
 - If the above items are missing or not working, there is a charge.
 - Replace missing items and be sure to leave the property with a clean-air filter prior to vacating the property.
- **Landscape** (usually just for single family rentals, since Apartments lawn care is included)
 - Any outside areas are to be neatly mowed, trimmed, pruned, fertilized, & watered.
 - Remove all trash, debris, & grease.
 - Pick up and remove any animal droppings whether you have an animal or not.
- **Trash**
 - If you have trash that exceeds the normal pickup, you are to arrange and pay for hauling.
 - Place all other trash in the proper trash receptacles and arrange for curbside pickup on the correct trash day.

- **Painting**

- We request that you do not putty, spackle, or touch up paint unless you can guarantee the paint will match.
- If you paint and it does not match, any necessary painting paint charge will be your responsibility.
- Painting charges depend on the length of time in the property, and if required painting exceeds normal wear and tear.

Again, we want to thank you for your timely notice, and we are happy to answer any questions or concerns you may have regarding these procedures. Please email your question to rentals@breedloveinc.net.

We look forward to working with you in a successful moveout.

Regards,

Management Staff at

Breedlove & Associates, Inc.