

# Tenant Instructions

- ✓ **Furnace Filters**      Furnace filters should be changed (or cleaned if a permanent type) monthly during those months when furnace is in use. Your filter size is: \_\_\_\_\_ . Generally a box of these filters can be purchased at the grocery store for a reasonable amount. Changing filters will decrease your utility bill and help to keep dust from circulating around your house.
- ✓ **Electrical Panel**      The panel is located: \_\_\_\_\_ .  
Occasionally a GFI (Ground Fault Interrupter) circuit breaker will trip. This is usually because too many personal care appliances are operating at the same time. If this happens, the circuit breakers can be reset to see if this solves the problem before calling the electrician. Sometimes the breaker needs to be manually turned all the way off before it can be reset correctly. If this doesn't solve the problem, please contact us immediately.
- ✓ **Main Water Supply Valve**      This valve is located: \_\_\_\_\_ .  
It is important you know where this is and how it operates prior to experiencing a water leak that may require you to act quickly and turn off all water to the house. Please test the valve periodically to verify that it functions correctly.
- ✓ **Sprinkler System Water Supply Valve**       None      This valve is located: \_\_\_\_\_ .  
It is important you know where this is and how it operates for the same reason as listed above. As you know it is the Tenants' responsibility to shut down and drain any sprinkler systems prior to any ground freezes. We can give you recommendations of companies who can provide this service if you choose not to do it yourself.
- ✓ **Washing Machine Water Supply Lines**      These should be turned off when you are going to be away from the property for an extended period. This will avoid the risk that a line could burst and flood your home, ruining your possessions.
- ✓ **Combustibles**      Paint and other combustibles must be kept away from the furnace and hot water heater at all times. Paint should be stored where it will not freeze, but away from any natural gas appliances.
- ✓ **Smoke Alarms**      You are required per your rental contract to provide smoke detectors and to test them on a regular basis. A nine-volt battery is inexpensive insurance against a potential catastrophe!
- ✓ **Fire Extinguishers and Carbon Monoxide Detectors**      You are required per your rental contract to provide and maintain fire extinguishers and carbon monoxide detectors. Having these safety devices may allow you to receive a discount off the standard *Renters' Insurance Policy* rate and may save your life!
- ✓ **Refrigerator**      Your refrigerator will operate more efficiently and the compressor will last longer if you regularly vacuum all dust and debris away from the compressor and coil.
- ✓ **Shower and/or Bath Doors**      These doors will stay much cleaner if excess water is removed after each shower. Using a squeegee when the doors are still wet just takes a second, whereas cleaning soap film after it has dried is much more difficult. Applying lemon oil to clean doors will help to keep them clear of build up.
- ✓ **Tile and Grout**      It is your responsibility to maintain all tile and grout. If you see a problem developing that you cannot or do not want to handle, then you should call one of the maintenance companies listed in your rental contract and have them make repairs. A little effort today can save a lot of effort tomorrow. We know other people who can also do this work; please contact us if you need referrals. If the sheetrock or flooring around the tub or shower becomes damaged, we need to know this right away so that it can be repaired with minimal effort and expense.
- ✓ **Gutters and Drain Pipes**      It is also your responsibility to make sure that gutters are kept clean of debris. Drainpipes should not drain on the ground next to the foundation, but should drain onto splash blocks or have extensions, which carry water away from the house.
- ✓ **Other Dangerous Situations or Conditions Which May Develop**      If a dangerous situation develops, we will not know about it unless you communicate with us. We want to know before the situation becomes a crisis. Please contact us immediately when you see something developing, even if you're not sure that it is significant.

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**Please Fill Out The Following And Update Us As Changes Take Place So That We Can Reach You If And When Necessary**  
*Additional phone number and e-mail address forms are available if more than 2 adults reside at the property*

Applicable Phone Numbers and Email Addresses	Check ( <input type="checkbox"/> ) Primary Day & Evening Contact Number
<b>Name of Occupant #1:</b>	
Home Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Work Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Cell Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Pager:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Fax:	
Email	
<b>Name of Occupant #2:</b>	
Home Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Work Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Cell Phone:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Pager:	<input type="checkbox"/> Day <input type="checkbox"/> Evening
Fax:	
Email:	

- We certify that we have completed this *Move-In Inspection and Inventory Report* to the best of our ability. We understand that the next tenants who move into this rental will inspect the way we left the property and that their inspection will be compared to our inspection as part of the process to determine whether we are eligible for a Performance Bonus.
- We warrant that the property being rented is hereby accepted as being in a good and safe condition together with all furnishings unless we have delivered a written exception to Landlord or Landlord's agent within 3 days of moving into the property.
- We understand that the Landlord does not provide stoves/ranges and refrigerators as part of the rental contract. We further understand that any existing stoves/ranges and/or refrigerators, which are stored on the property by the Landlord, may be used by us subject to the terms of the Rental Contract. *Existing refrigerators will be kept running to protect their compressors.*
- We agree to read, fully complete, and be bound by the attached *Tenant Instructions* and to return them along with this *Move-In Inspection & Inventory Report*. We also agree to return any rental signs and/or "rental locks" which we find at the property. We understand that we will receive a copy of the completed "Instructions" and the completed "Report".

**Our Mailing Address (if different from property address):** \_\_\_\_\_  
 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
 (ALL SIGNATORIES TO RENTAL CONTRACT MUST SIGN)

Move-In Inspection and Inventory Item:		Good or Functional	Needs Attention	Your comments are required If "Needs Attention" column is checked (☒)
371.	Closet(s)			
372.	Other:			
373.	Other:			
374.	<b>ADDITIONAL ROOM #5 (Identify)</b>			
375.	Flooring (type & color?)			
376.	Sheetrock			
377.	Wall Coverings / Paint			
378.	Baseboard & Moldings			
379.	Ceiling			
380.	Electrical Outlets, Switches & Fixtures			
381.	Windows & Window Latches			
382.	Window Coverings			
383.	Door(s)			
384.	Door Hardware			
385.	Door Stops			
386.	Closet(s)			
387.	Other:			
388.	Other:			
389.	<b>LANDLORD'S PERSONAL PROPERTY (List Landlord's additional personal property which is located on the premises)</b>			
390.				
391.				
392.				
393.				
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395.				
396.				
397.				
398.				

<b>ADDITIONAL NOTES</b>
Overall Impression of Exterior?
Overall Impression of Interior?
<b>FUNCTIONAL DEFECTS: (Re-list all functional defects which need to be remedied by Landlord. This list should not include cosmetic or non-functional items which Landlord will normally not repair.)</b>
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