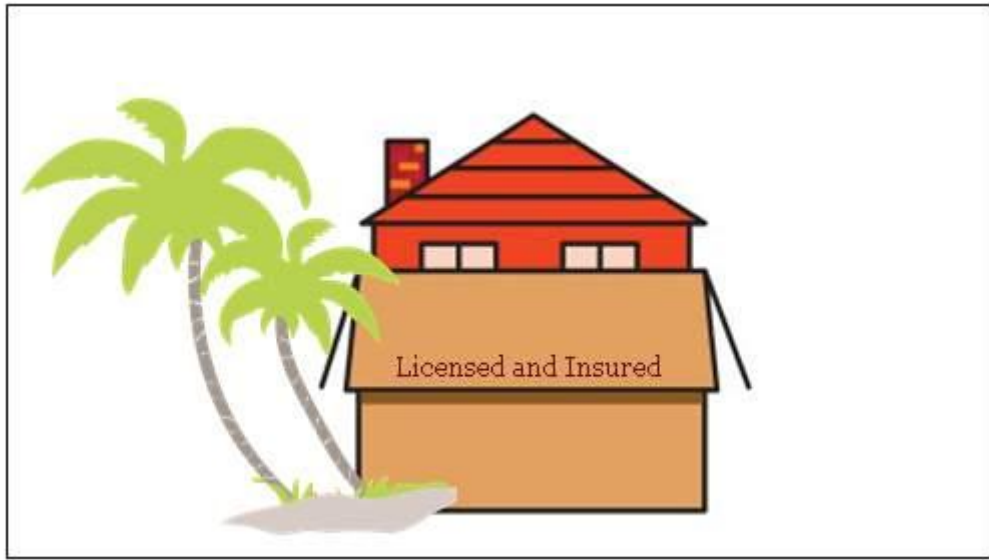


FLORIDA LIFESTYLE  
PROPERTY MANAGEMENT, LLC  
(FLMP)



Tenant Handbook

Property Address:

Lease Dates:

Move-In Date:

Move-out Date: \_\_\_\_\_

Tenant(s):

1

Tenant Handbook Revised 9/4/2011

Tenant:

Property Address:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Welcome!**

Welcome to your new home. We at FLPM are pleased that you chose one of our rental units. We strive to provide high quality properties and hope you will work with us to maintain the quality of our properties.

We have put together this manual to answer the most frequently asked questions. Please contact us with any questions or concerns you may have.

Once again – Welcome Home.

*Karen M Riscinto  
Owner/Property Manager  
Florida Lifestyle Property Management, llc  
352-250-3166 Cell*

SAMPLE

## Introduction:

This manual is intended as a general reference; all terms of your lease will supersede these guidelines. The terms of your lease will be discussed at the time the lease is signed. If you have any questions regarding your lease, please contact FLPM.

## Leases:

Lease terms and conditions vary, but in general most leases are 1 year in length. Your lease will detail the rental payment amount, late fees, security deposit and the responsibilities of both you and FLPM.

## Move-in Procedures:

Prior to turning over the unit to you, a FLPM Manager will do a “walk-through” with you. The purpose of this is to acquaint you with the operation of the appliances, heat, A/C and other features of the unit. At this time we will also fill out a pre-move-in inspection form. Although we thoroughly inspect and clean our units prior to turnover, there may be defects, damage or stains existing prior to your moving in. These must be detailed on the pre-move-in form to avoid your being responsible for their repair. A sample form is included in appendix A at the end of this manual.

At the conclusion of the walk-through, you will be given any keys that are required and these will be detailed on the pre-move-in form. These will need to be returned at the end of your lease during the move-out inspection.

If the lease requires you to pay the utilities, you will need to contact the following prior to moving in. **Failure to do this may result in a disconnection of services.**

### Electric

Progress Energy

Phone: 1-800-700-8744

Website:

<http://www.progress-energy.com/index.asp>

SECO

Phone: Lake County (352) 357-5600;

Website:

<http://www.secoenergy.com>

City of Mt Dora:

Phone: 352-735-7100

**Natural Gas** – TECO

Phone: 877-832-6747

Website:

<http://www.peoplesgas.com/residential/customer-care/>

**Water** – City of Eustis

Phone: 352-357-5618

City of Mt. Dora

Phone: 352-735-7100

City of Apopka

Phone: (407) 703-1727

City of Tavares

Phone: 352-742-6222

**Telephone** – Comcast

Phone: 352-787-7875 or 1-800-COMCAST or 352-787-7875

Century Link

Phone: 1.800.366.8201

**Cable TV** & Internet – Comcast

Phone: 352-787-7875 or 1-800-COMCAST or 352-787-7875

Website:

<http://Comcast.com>

Bright House

Phone: 1-866-309-EASY (3279)

Website:

<http://brighthouse.com/central-florida>

## Rent Payments:

Typically rent is due on the 1<sup>st</sup> of each month. A 5 day grace period is usually included. Please be sure your rent payment is postmarked by the 5<sup>th</sup> of the month to avoid any late fee charges. Late fees are typically 10% of the monthly rent (i.e. a \$1,000 rent payment would have a \$100 late fee). Should anything prevent you from making a timely payment, please contact FLPM as soon as possible to discuss the matter. FLPM maintains a strict late-fee and eviction policy (described later in this document).

Rent payment should be made out to (See Lease Agreement) and sent to the address provided at move-in or in your Lease Agreement. This may change from time to time.

Rent payments must be in either personal check, Money Order or Cashiers Check. Cash is not accepted. Rent payments more that 10 days late **MUST** be in either Money Order or Cashiers Check. No personal checks will be accepted after 10 days.

## Maintenance:

Report any maintenance issues to FLPM as soon as you notice them. Please be aware that failure to report maintenance issues such as water leaks (which may cause additional damage) will result in the repair charges becoming your responsibility. FLPM is not responsible for loss of service from the utility company, please contact them directly. FLMP is also not responsible for any damages to your personal items. Please see Section on Renters Insurance.

Unless otherwise stated in your lease, the tenant is responsible for:

- All Utilities & Deposits
- Pest Control (We will Cover Initial Treatment)
- Maintaining the unit in a clean and safe manner
- Replacing light bulbs
- Yard work (mowing, raking leaves, trimming hedges, etc.) unless other arrangements have been made
- Changing A/C Filters Monthly
- Trash removal (to curb)
- Telephone connections
- Cable TV connections

If you are unclear about these or unable to meet these responsibilities, please contact us.

**Renters Insurance:** You shall acquire and maintain during the term of the lease a Renters Insurance Policy from an A+ rated insurance company and including a 30-day notice of cancellation clause naming the PROPERTY MANAGER (if applicable) and OWNER as Certificate Holder and Owner as Additional Insured with Liability Limits of no Less than \$300,000.00. TENANT shall be responsible for coverage for their own personal property.

## Pets:

Unless otherwise stated in the lease, pets are not allowed. Should you wish to have a pet, please contact FLPM to determine if this is allowed and what non refundable fee may apply. A Pet Addendum must be signed and all pet veterinary records must be supplied as well as a copy of the pet County License, pet must be sterilized, upon renewal each year Tenant must supply a copy of all renewed pet licenses and shot records. The following Breeds are not allowed under any circumstance:

Akita            Great Dane            German Shepherd            Alaskan Malamute            Pit Bull  
Rottweiler    Perro De Presa Canarios    Chow            Doberman Pinscher            Staffordshire  
Any Wolf Hybrid or mix of any of these breeds.

Breed restrictions are not solely based on the above list, the Owner and or Agent reserve the right to modify the above list or restrict any and all animals and animal breeds at all times.

All Cats will be allowed with the exception of Exotic cats. A Pet Addendum must be signed and all pet veterinary records must be supplied as well as a copy of the pet County License, pet must be sterilized, upon renewal each year Tenant must supply a copy of all renewed pet licenses and shot records. Cats must not be allowed to roam the neighborhood.

Any damage caused by pets is the responsibility of the tenant. We will take a picture of you and your pet for our files at the time of move-in.

## Pet Rules and Regulations:

1. To keep the pet from causing any annoyance or discomfort to others and to immediately remedy any complaints concerning the pet.
2. To keep the pet from damaging any property belonging to the Owner/Agent or others.
3. To immediately pay for any injury, damage, loss, or expense caused by the pet (In this regard, it is expressly understood that at no time shall the Tenant apply any part of the Pet Fee towards such amounts due, but rather, the Tenant shall make restitution immediately and separately from the Pet Fee. It is further understood that such restitution shall be made over and above any rent paid in accordance with Item #1 of this Pet Agreement.)
4. To keep the pet under control at all times.
5. To keep the pet restrained, but not tethered, when it is outside of the dwelling.
6. Not to leave the pet unattended for any unreasonable periods.
7. To hold the Owner/Agent harmless from all liability arising from the Tenant's ownership or keeping of the pet, including but not limited to any liability resulting from the Owner/Agent turning said pet over to local pet policing authorities should the pet be found unsupervised.
8. To dispose of the pet's droppings properly and quickly.
9. To provide to the Owner/Agent a picture of the above named pet.
10. To insure that pet will wear the appropriate Local Animal License, a valid Rabies Tag and tag bearing the owners name and phone number. All licenses and tags must be kept current.
11. To provide the Owner/Agent with evidence from the Veterinarian that all necessary shots are current and that the pet does not display a tendency to be aggressive or harmful.

12. Tenant agrees to control flea infestation and will exterminate if necessary, and upon demand, in any and all areas affected with full cost to be paid by tenant.
13. Tenant agrees that Owner/Agent will not be responsible for the injury, harm, or death of the animal, and agrees to hold Owner/Agent harmless for any damages suffered as a result of any harm caused on the animal or by the animal upon another person, guest or employee. Tenant shall be responsible for the entire amount of all damages caused by the pet as well as the entire amount of any injury to individuals or property. Tenant is encouraged to obtain a Pet Liability Policy that can be added as a rider to most renter insurance policies.
14. Pet must be spayed/neutered/declawed.
15. Pet shall not create any conflict or disturbance with others and will not threaten any physical harm to anyone.

Should the Tenant fail to comply with any part of the Pet Rules and Regulations, the Owner/Agent reserves the right to revoke permission to keep the pet. In such event, the Tenant agrees to permanently remove the pet from the premises within 48 hours of receiving written notice thereof from the Owner/Agent; failure to comply with same shall be grounds for immediate termination of the Rental Agreement.

**Failure to comply with lease terms:**

As mentioned, the responsibilities of the tenant and FLPM are detailed in the lease. Failure to meet these terms will result in action being taken (in accordance with Florida state laws) to force compliance or terminate the tenancy.

**Compliance to HOA/Condo Association Rules and Regulations if applicable:**

Tenant agrees to comply with all rules and regulations imposed by the HOA or Condo Association including any deposits required to use the facilities. Any failure to adhere to all rules and regulations will result in a breach of the lease and subject to eviction and any costs associated therewith. Tenant will be provided with the Rules and Regulations of the HOA/Condo Association and shall read them and sign that they have read and understand them.

**Alterations:**

Tenant agrees that absolutely no alterations shall be made to the home or unit without the express written permission of the Owner, Agent or Property Manager. All alterations if approved shall be completed in a workmanlike manner by a licensed professional with insurance and complying with any and all Florida State and City municipal building codes.

**Non-payment of rent**

The most frequent violation is failure to pay rent. Shortly after the late rent due date (typically the 5<sup>th</sup> of the month) you will receive a "Notice of rent due – 3 day notice to evict". This will inform you that you must pay your rent within the 3 day period or legal action will be taken. Payments made more than 5 days after the due date must be in Money Order or Cashiers Check. No personal checks will be accepted after that point.

Should the rent not be paid before the expiration of the 3 day period, a "Summary Eviction" process will be initiated. The Cost of an eviction is approximately \$500 which include court costs (TBD by the Clerk of Court in the County in which you live) will be added to your account.. Any additional legal actions (writ of possession, demand for money owed etc...) will include court costs and an additional \$50.00 service charge per incident.

**Early termination of the lease:**

You are responsible for completing the terms of the lease. If for any reason you are not able to comply, please contact FLPM as soon as possible to discuss the situation. Please be advised that you are subject to forfeiting all deposits as liquidated damages and all prepaid rent will be credited to unpaid rent, any subsequent delinquencies shall be dealt with within all legal actions taken. Please be further advised that you will be legally responsible for all rent due while the unit is vacant until a suitable tenant is procured per Florida Statute 83.595 Choice of Remedies on Breach of Termination, Section 4 charge liquid damages.

**Other Fees:**

Unless otherwise stated in your lease, the following fees will apply:

Lost Key.....	\$25
Locked-out requiring re-keying, The cost of the locksmith plus a \$50 Service charge, after 7:00 pm	\$75.00
Just Locked out - \$50 Service charge, after 7:00 pm	\$75.00
Service charge per incident for legal action (Eviction etc.....)	\$50
Late rent fee.....	10% of rent
NSF Charge.....	\$25

**Lease Renewals:**

If you have met the conditions of the current lease, FLPM will contact you 30 to 60 days prior to the end of the lease to determine your desire to renew your lease. An appointment to discuss any new terms or upgrades and sign the new lease will be made at that time. If you know you will not be renewing your lease, please let FLPM know as soon as you know. At any rate, you MUST communicate your desire not to renew your lease to FLPM at least 60 days prior to the end of the lease. Failure to do so will cause the lease at expiration to become a Month-to-Month lease requiring an additional \$100.00 per month, month to month rental increase. Thereafter, a 30 day notice is required.

**Move Out Procedures:**

Before vacating your unit, you must have a move-out inspection. This guide shows you the steps needed to make your inspection a success!

**MAKING AN INSPECTION APPOINTMENT**

Call in for your inspection at least one week in advance to avoid scheduling conflicts. Inspections will normally be made during the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. Inspections will be made on Saturday or Sunday only if it is the end of the month. It is to your advantage to be present at the inspection.



## PREPARING FOR YOUR INSPECTION

To receive your full security deposit back, you must restore your unit to the condition it was in when you moved in, less normal wear and tear. Make sure that the following has been done before your inspection:

1. Rent must be paid in full!
2. Empty your unit of all personal belongings and any garbage.  
Your unit must be cleaned using the checklist as a guide.
3. Utilities for which you are responsible must be left on until your lease expires. This means if you leave a day or two early, you must have the meter read on the day following the last day of your lease, especially if the last day falls on a weekend or a holiday.

## GENERAL INFORMATION

All keys must be returned at the time of the inspection. **DO NOT GIVE KEYS TO THE NEW RESIDENTS.** Any keys not returned at the time of inspection will result in a lock change at your expense.

Deposits are returned within thirty (30) days after your lease obligation has been fulfilled and with satisfaction of all rent and other charges paid. Be sure to provide a forwarding address at the time of the final walk through. One check will be written for the entire amount refunded and made out to all parties on the lease.

## CARPET CLEANING

The carpet must be professionally cleaned (**NO RUG DOCTORS**). A receipt must be shown at the time of inspection. May, July, August and December are busy for other apartment complexes thus the carpet cleaning companies may be in high demand. If you are moving out in one of those months, we suggest you reserve a carpet cleaning company ahead of time. Cleaning the carpet is the last item to be done before inspection, since placing furniture on wet carpet may leave dents and dirty marks and may require you to re-clean. Failure to have carpets cleaned will result in a \$100 fee charged in addition to the cost of the carpet cleaning.

## CLEANING CHECKLIST

The following items will be checked at the time of the inspection. Please be sure that you have checked each and every item carefully. If everything is complete, no cleaning fee should be deducted from your deposit. Let's work together to make your inspection a success!

## IN GENERAL

Make sure to clean the following, remember we gave you the home clean that is how we want it back.

\*Floors



- \*Patch & Paint all holes put in walls
  - \*Carpets – professionally cleaned
  - \*Tile – Grout cleaned of any stains and excess dirt.
  - \*Ceilings, walls, corners, baseboards and heat registers (remove spider webs)
  - \*Windows and sills
  - \*Blinds
  - \*Light fixtures; replace bulbs if needed
  - \*Ceiling fan blades and lights
  - \*Casings around all doors
  - \*Light switch and electrical outlet covers
  - \*Clean and change HVAC Filter.
  - \*Clean Pool Filter if Applicable.
  - \*Clean Pool if Applicable.
  - \*Mow Yard and remove any debris.
  - \*Clean Garage and remove any Debris.
  - \*Remove all debris from any Attic Storage.
  - \*Clean inside all cabinets and drawers, wipe down exteriors
  - \*Clean countertops and sinks
  - \*Defrost Refrigerator(s), clean inside and out (include doors and shelves) and clean rubber \*gaskets around both doors (remove crumbs)
  - \*Clean dishwasher; including inside trays and racks and outside of door, especially edges
  - \*Clean stovetop (lift up stovetop and clean underneath.), under burners and burner drip pans, oven (including racks), and broiler pan and drawer
  - \*Remove all knobs, clean and put back on
- \*\* IF YOU HAVE A SELF-CLEANING OVEN DO NOT USE OVEN CLEANER \*\***
- \*Clean Range Hood and wash filter; Clean and check light - replace bulb if needed
  - \*Clean exhaust fans in bathrooms
  - \*Clean bathtubs/showers, doors, chrome and walls (Leave no residue – please test with your hand)
  - \*Clean commodes completely
  - \*Wipe down towel racks, soap dishes, and toilet paper holders
  - \*Clean and test smoke detector and replace battery if needed.
  - \*Clean the thermostat
  - \* Pressure wash pool deck, driveway and sidewalks.

# RENTAL PROPERTY INSPECTION CHECKLIST

The purpose of this form is to catalogue all furniture, furnishings, fixtures, appliances, and personal property upon/in the leased premises that Tenant is responsible for returning in as clean and good condition as on the day of commencement of the Lease, normal wear and tear accepted. In addition, the condition of the premises should be noted when appropriate, including newness and/or condition of carpet, paint, etc.

Landlord or Agent should catalogue the presence of, and check and note the condition/working condition of each item in the leased premises.

Tenant shall then review and check all listed items, immediately after Tenant moves in, indicating agreement or disagreement with Landlord's assessment, and adding comments as necessary. Tenant shall then sign this document in acknowledgment of the terms hereof and of the presence and condition of the catalogued items.

Inadvertent exclusion of any item from this catalogue does not relieve Tenant of the duty to use the item reasonably and return it in same condition as at inception of this lease, normal wear and tear excepted.

Tenant has reviewed this document and agrees that in consideration of the use and possession of the catalogued items during the term of this Lease, Tenant has checked all items and found them to be present and in the same condition as indicated by Landlord, or else has noted any discrepancy. Tenant further agrees to return said items at the expiration/termination of this lease as discussed above. Tenants, if more than one, agree that signature by one Tenant suffices for agreement by all Tenants.

SAMPLE

**Appendix A: Property Inspection Form**

**RENTAL PROPERTY INVENTORY AND CONDITION FORM**

**INVENTORY AND CONDITION FORM CONCERNING THE PROPERTY AT:**

Complete the move-in section of this form and return it to your Landlord within the time required by your lease. All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your Landlord may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below.

<b>A. Exterior Items</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Mailbox	_____	_____
Fences & Gates	_____	_____
Pool/Spa & Equip.	_____	_____
Lawn, Trees & Shrubs	_____	_____
Roof & Gutters	_____	_____
Siding & Paint Drive	_____	_____
Front Door	_____	_____
Door Knob & Lock	_____	_____
Weather-stripping	_____	_____
Light/Bulb	_____	_____
Door Bell	_____	_____
Back Door	_____	_____
Door Knob & Lock	_____	_____
Weather-stripping	_____	_____
Door Light/Bulb	_____	_____
Patio Door	_____	_____
Door Knob & Lock	_____	_____
Weather-stripping	_____	_____
Door Light/Bulb	_____	_____
Water Shut-Off Valve Located? <input type="checkbox"/> yes <input type="checkbox"/> no	_____	_____
other	_____	_____

<b>B. Garage</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceilings & Walls	_____	_____
Floor	_____	_____
Auto Door Opener	_____	_____
Safety Reversal	_____	_____
Remotes	_____	_____
Garage Doors	_____	_____
Exterior Doors & Stops	_____	_____
Storage Room	_____	_____
Other	_____	_____

**C. Entry**                      **Move-In Comments**                      **Move-Out Comments**

Ceiling & Walls \_\_\_\_\_

Paint & Wallpaper \_\_\_\_\_

Doors & Door Stops \_\_\_\_\_

Door Locks & Knobs \_\_\_\_\_

**Move-In Comments**                      **Move-Out Comments**

Flooring \_\_\_\_\_

Light Fixtures \_\_\_\_\_

Windows & Screens \_\_\_\_\_

Widow Latches \_\_\_\_\_

Plugs & Switches \_\_\_\_\_

Closet Shelves & Rods \_\_\_\_\_

Cabinets \_\_\_\_\_

Other \_\_\_\_\_

**D. Living Room**                      **Move-In Comments**                      **Move-Out Comments**

Ceiling & Walls \_\_\_\_\_

Paint & Wallpaper \_\_\_\_\_

Doors & Door Stops \_\_\_\_\_

Door Locks & Knobs \_\_\_\_\_

Flooring \_\_\_\_\_

Lights & Ceiling Fans \_\_\_\_\_

Windows & Screens \_\_\_\_\_

Widow Latches \_\_\_\_\_

Drapes/Blinds/Shutters \_\_\_\_\_

Plugs & Switches \_\_\_\_\_

Closet Shelves & Rods \_\_\_\_\_

Cabinets \_\_\_\_\_

Fireplace \_\_\_\_\_

Other \_\_\_\_\_

**E. Dining Room**                      **Move-In Comments**                      **Move-Out Comments**

Ceiling & Walls \_\_\_\_\_

Paint & Wallpaper \_\_\_\_\_

Doors & Door Stops \_\_\_\_\_

Door Locks & Knobs \_\_\_\_\_

Flooring \_\_\_\_\_

Lights & Ceiling Fans \_\_\_\_\_

Windows & Screens \_\_\_\_\_

Widow Latches \_\_\_\_\_

Drapes/Blinds/Shutters \_\_\_\_\_

Plugs & Switches \_\_\_\_\_

Closet Shelves & Rods \_\_\_\_\_

Cabinets \_\_\_\_\_

Other \_\_\_\_\_

**F. Kitchen & Breakfast**

**Move-In Comments**

**Move-Out Comments**

- Ceiling & Walls \_\_\_\_\_
- Paint & Wallpaper \_\_\_\_\_
- Doors & Door Stops \_\_\_\_\_
- Door Locks & Knobs \_\_\_\_\_
- Flooring \_\_\_\_\_
- Lights & Ceiling Fans \_\_\_\_\_
- Windows & Screens \_\_\_\_\_
- Widow Latches \_\_\_\_\_
- Drapes/Blinds/Shutters \_\_\_\_\_
- Plugs & Switches \_\_\_\_\_
- Pantry & Shelves \_\_\_\_\_
- Cabinets & Handles \_\_\_\_\_
- Drawers & Handles \_\_\_\_\_

Countertops \_\_\_\_\_

- Range \_\_\_\_\_
- Oven \_\_\_\_\_
- Racks \_\_\_\_\_
- Knobs \_\_\_\_\_
- Broiler \_\_\_\_\_
- Vent Hood \_\_\_\_\_
- Light & Fan \_\_\_\_\_
- Filter \_\_\_\_\_
- Garbage Disposer \_\_\_\_\_
- Sink & Faucet \_\_\_\_\_
- Dishwasher \_\_\_\_\_
- Silver Basket \_\_\_\_\_
- Soap Dispenser \_\_\_\_\_
- Racks \_\_\_\_\_
- Refrigerator \_\_\_\_\_
- Ice Trays \_\_\_\_\_
- Shelves & Drawers \_\_\_\_\_
- Butter Tray \_\_\_\_\_
- Light & Bulb \_\_\_\_\_
- Other \_\_\_\_\_

**G. Halls**

**Move-In Comments**

**Move-Out Comments**

- Ceiling & Walls \_\_\_\_\_
- Paint & Wallpaper \_\_\_\_\_
- Doors & Door Stops \_\_\_\_\_
- Door Locks & Knobs \_\_\_\_\_
- Flooring \_\_\_\_\_
- Light Fixtures \_\_\_\_\_
- Plugs & Switches \_\_\_\_\_
- Closet Shelves & Rods \_\_\_\_\_
- Cabinets \_\_\_\_\_
- Other \_\_\_\_\_

<b>H. Family Room</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Fireplace Other	_____	_____

<b>I. Master Bedroom (1)</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

<b>J. Master Bathroom (1)</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

<b>K. Bedroom (2)</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

<b>L. Bedroom (3)</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

<b>M. Bedroom (4)</b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Lights & Ceiling Fans	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets	_____	_____
Other	_____	_____

**N. Bathroom (2)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____

**O. Bathroom (3)**

**Move-In Comments**

**Move-Out Comments**

Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Windows & Screens	_____	_____
Widow Latches	_____	_____
Drapes/Blinds/Shutters	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Tub/Shower & Faucets	_____	_____
Toilet	_____	_____
Heaters/Exhaust Fans	_____	_____
Towel Fixtures	_____	_____
Other	_____	_____



<b>P. <u>Utility Room</u></b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Ceiling & Walls	_____	_____
Paint & Wallpaper	_____	_____
Doors & Door Stops	_____	_____
Door Locks & Knobs	_____	_____
Flooring	_____	_____
Light Fixtures	_____	_____
Plugs & Switches	_____	_____
Closet Shelves & Rods	_____	_____
Cabinets & Handles	_____	_____
Countertops	_____	_____
Sinks & Faucets	_____	_____
Washer & Dryer	_____	_____
W&D Connections	_____	_____
Other	_____	_____

<b>Q. <u>Other</u></b>	<b><u>Move-In Comments</u></b>	<b><u>Move-Out Comments</u></b>
Central A/C & Heat	_____	_____
Filter	_____	_____
Thermostat	_____	_____
Window A/C Units	_____	_____
Space or Wall Heaters	_____	_____
Water Heater	_____	_____
Water Softener	_____	_____
Smoke Detectors	_____	_____
Security System	_____	_____
Garage	_____	_____
Other	_____	_____
Other	_____	_____

<b>R. <u>Number of Keys:</u></b>	<b><u>Received</u></b>	<b><u>Returned</u></b>	<b><u>Received</u></b>	<b><u>Returned</u></b>
Door keys:	_____	_____	Garage Door Openers:	_____
Mailbox keys:	_____	_____	Laundry Room Keys:	_____
Security Cards:	_____	_____	Recreational Facilities Keys:	_____

**The undersigned acknowledge that the above is an accurate assessment of the condition of the property as of the date signed.**

**Florida Lifestyle Property Management, Ilc**

\_\_\_\_\_  
**Karen M Riscinto Property Manager**      Date: \_\_\_\_\_

**Tenant:**  
 \_\_\_\_\_ Date: \_\_\_\_\_

Appendix B: Management Agreement

Appliances:

Garage Door Opener: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
# Remotes: \_\_\_\_\_  
Washer: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dryer: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Refrigerator: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dishwasher: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Microwave: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Stove: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Stove Top: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Oven: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Garbage Disposal: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hood Vent: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hot Water Heater: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Air Conditioner: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Wall Units: # \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_

Light Fixtures:

Ceiling Fans # \_\_\_\_\_ Brand & Model \_\_\_\_\_  
Kitchen: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Living room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Dining Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hall Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
½ Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Hallway: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Master Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Master Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
2<sup>nd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
3<sup>rd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
4<sup>th</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Laundry Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Screened Porch: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
Den: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_

Blinds: Type \_\_\_\_\_

Kitchen: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Living room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Dining Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Hall Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 3<sup>rd</sup> Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 ½ Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Hallway: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Master Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Master Bath: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 2<sup>nd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 3<sup>rd</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 4<sup>th</sup> Bedroom: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Laundry Room: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Screened Porch: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Den: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Sprinkler System: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_  
 Sprinkler Timer: Yes \_\_\_ No \_\_\_ Brand & Model \_\_\_\_\_

**Flooring:**

Kitchen: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ Other: \_\_\_\_\_  
 Living Room: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Dining Room: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ Other: \_\_\_\_\_  
 Hall Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 3<sup>rd</sup> Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 ½ Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Hallway: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Master Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Master Bath: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 2<sup>nd</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 3<sup>rd</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 4<sup>th</sup> Bedroom: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Laundry Room: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Screened Porch: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Den: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_  
 Other: Carpet: \_\_\_\_\_ Laminate: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Hardwood: \_\_\_\_\_ Ceramic Tile: \_\_\_\_\_ other: \_\_\_\_\_

**Appendix C: Damage Charges:**

## RECEIVE YOUR FULL DEPOSIT BACK WHEN YOU MOVE!

This list is provided at move-in and move-out so you are aware of the typical cost of property damage, and so you can avoid these expenses and do what is necessary to get all your deposit back. **Actual charges may vary.**

### Cleaning (not done by you)

Refrigerator	\$50-\$100
Stove top or oven	\$25-\$50
Kitchen cabinets or countertop	\$30 and up
Kitchen or bathroom floor (Each)	\$30 - \$100
Bathtub/shower (Each)	\$25 -\$100
Toilet (Each)	\$25
Carpet cleaning or deodorizing	\$100 – \$250
Extensive cleaning including exterior	\$75 per hour
Floors	\$25 per hour

### Damages

Remove crayon marks	\$25 and up
Small/large nail hole repair	\$50 and up
Replace interior/exterior door (Each)	\$150-\$500
Replace sliding glass door	\$400 and up
Replace faucets (Each)	\$125 and up
Replace bathroom mirror or cabinet	\$75-\$100
Replace shower heads	\$75 and up
Replace toilet	\$250 and up
Replace garbage disposal	\$150 and up
Replace countertop	\$250 and up
Repair window pane (Each)	\$75-\$150
Replace blinds (each)	\$75
Replace tile/linoleum	\$300 and up
Replace Carpet	\$400 and up
Replace Appliances	Actual cost plus labor to install

### Missing Items

Replace light bulb (each)	\$2.50
Light fixture globe (each)	\$20
Light fixture (each)	\$50-\$75
Electrical outlet/switch (each)	\$5
Electrical cover plate (each)	\$5
Replace shower curtain	\$15
Replace refrigerator shelve (each)	\$45 and up
Replace oven knob (Each)	\$25 and up
Replace window screen (each)	\$45 and up

Repair /replace Pool Screening \$50 and up

**Additional Charges**

Replace door lock (each) (Interior)	\$45
Replace curtain rod or towel bars (each)	\$30
Replace smoke detector (each)	\$40
Remove junk and debris	\$75/ Hr.
Fumigate for fleas	\$150
Replace fire extinguisher	\$60
Replace thermostat	\$150 and up
Remove wallpaper (each Room)	\$250 and up
Repaint wall (each)	\$100 and up
Repaint Entire Home (Interior)	\$900 and Up
Vacuum entire unit	\$75
Clear drain stoppage	\$125 minimum & up
Fence replacement	\$50 per foot

**POOL (If Applicable)**

The Pool must be maintained once a week by a professional pool cleaning company, if you are unable to maintain the pool yourself, please keep the pool clean and keep all foreign objects out of the pool that can damage the pool lining or the pool pump or any of the equipment.

Furthermore, the pool is provided for your enjoyment and you are using it at your at your "OWN RISK"., its agents, employees or any other person, You and any and all other family members, guests, invitees agrees to indemnify and hold harmless the LANDLORD, its agents, employees or any other person against loss or expense including attorneys fees, by reason of the liability imposed by law upon the LANDLORD and its agents or any other person, except in cases of gross negligence, for damage because of bodily injury, including death at any time resulting there from, sustained by any person or persons, or an account of damage to property arising out of or in consequence of this agreement, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of LANDLORD, its employees or agents or any other person.

**Pool Rules:**

- Shower before entering the pool
- No food, drink or glass in pool, please use plastic cups and do not leave food out when you are finished using the pool.
- No animals in pool or on pool deck
- Pool capacity: 10 persons
- Pool hours: Use at your convenience but please be mindful of your neighbors.
- No running near pool
- No diving or jumping

- ☒ No children under 16 years of age without parent
- ☒ No diapers allowed in pool

**Every year drowning is one of the major causes of accidents, resulting in serious injury and death in children. Swimming pool accidents can happen very quickly without warning. So learning and practicing the following swimming pool safety precautions is vital.**

- \* Never allow children to swim alone without adult supervision even if children have had swimming lessons, and when children are swimming, be observant and supervise all activities.
- \* Position tables and chairs far away from the pool safety fence to prevent children from climbing into the pool area.
- \* To avoid having to leave children unattended when receiving a telephone call, keep a telephone in the pool area. And keep emergency numbers near the poolside phone.
- \* At get-togethers designate someone as the pool watch guard. Adults can rotate this duty.
- \* Make sure that all children above the age of 4 attend a certified swimming class. If this isn't possible, instruct them in basic flotation and life saving techniques.
- \* Start setting pool rules and talking about pool safety when children are very young. Good pool rules include no pushing and no running around the pool. Teach older children the buddy system rule: Don't go near the water by yourself.
- \* Do not leave the pool open. And to prevent children from getting to the pool, keep all doors and windows leading to the pool area secure.
- \* Make sure that the cover of the swimming pool is completely lifted over the pool. Never keep the cover partially open because children may become entrapped under it. Also, make sure children do not walk over the pool cover.
- \* Always have a life saving flotation device handy near the pool.
- \* Keep rescue equipment by the pool.
- \* Learn CPR (cardiopulmonary resuscitation).
- \* When not in use, remove steps or ladder to above ground pools.
- \* Keep electrical appliances away from the pool.

Following all of these safety rules will help minimize the chances of injuries and drowning occurring while using your swimming pool.

TENANT agrees that subject to the conditions above, the deposit will be refunded in full within 30 days after vacating premises. It's understood that the above amounts are minimum charges and that they will receive a detailed report of any and all damages and they agree to pay any amounts over and above the deposits held by the LANDLORD or PROPERTY MANAGER.

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Florida Lifestyle Property Management, llc

\_\_\_\_\_  
AGENT/Property Manager

\_\_\_\_\_  
Date

# Work Order

Date Called In Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EMERGENCY REPAIR: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Problem: Plumbing: \_\_\_ Electrical: \_\_\_ HVAC: \_\_\_ Roof: \_\_\_ Other: \_\_\_

Description of Problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problem Found: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Vendor/Contractor Assigned: \_\_\_\_\_

Vendor / Contractor Company Assigned: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Date Expected for Repair: \_\_\_\_\_ Actual Date Repaired: \_\_\_\_\_

Est. Cost of Repair: \_\_\_\_\_ Actual Cost of Repair: \_\_\_\_\_

Tenant Signature Work Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Property Mgr Signature: \_\_\_\_\_ Date: \_\_\_\_\_