



Guardian Property Management

**ADDENDUM #1 TO EXCLUSIVE PROPERTY
MANAGEMENT AGREEMENT**

OWNER PROPERTY CONDITION REQUIREMENTS

This Addendum is attached to and a part of the Exclusive Property Management Agreement dated _____ between _____

(hereafter referred to as "Owner") and Guardian Property Management (hereafter referred to as "Agent") of the real property commonly known as _____

hereby agree to the following:

1. Remove all personal items and trash from property, storage areas, and yard. Do not leave any cleaners, lawn furniture, or any other removable items.
2. Carpets must be professionally steam-cleaned with a truck mounted machine, and receipt of such cleaning must be turned in to Agent when you turn in the property keys. The carpet cleaning should be done after all house cleaning and other check-out preparations are completed. Should you fail to turn in a receipt, the Agent will have the carpets cleaned and Owner will be responsible for the expense.
3. Wash all walls carefully. Pay special attention to areas around light switches, hallways and doorways. This should also include washing wallpaper areas and woodwork. Remove nails.
4. Wash all ceiling fans and light fixtures thoroughly. Light globes should be removed and washed thoroughly, and exterior fixtures should be washed and all bugs removed. Replace any burned-out light bulbs. There will be a flat fee of \$40.00 for our repairmen to replace any light bulbs.
5. Clean all windows and secure all windows and screens. Clean all sills, tracks and patio door tracks. Mini blinds and curtains should be cleaned, replace if damaged. Any cobwebs should be removed. Ensure that all windows open, close, and lock properly. Provide key to bars if needed.
6. Make arrangements to have your trash/garbage picked up before you discontinue service. You will be charged if we have to haul away trash. Leave a clean trash can (if provided by city).

Owner Initials _____

Agent Initials _____

7. Leave new air filters in all return vents. There will be a flat fee of \$40.00 for our repairmen to replace any filters. All floor heating/AC vents should be cleaned and ductwork inside vacuumed out. Dust the return cover.
8. Clean fireplace of ashes and dust. If you have a wood-burning fireplace, contact a chimney sweep company to perform an inspection of your fireplace, and turn the receipt in when you turn in the keys. If you have used the fireplace, expect that the chimney sweep company will have to clean the chimney and firebox in order to do the inspection. In that case, you will incur a chimney sweep charge in addition to the inspection fee. If the fireplace has not been inspected within the last three years, Agent will schedule an inspection at the Owner's expense.
9. Wipe down all door facings, door frames, door tops, and outlet covers.
10. Dust ceiling and baseboards so that they are free of dust and cobwebs.
11. Install new batteries in all smoke and carbon monoxide detectors and test to insure they are working properly. North Carolina law requires a minimum of one carbon monoxide detector on each floor, installed per manufacturer's instructions, for homes with (1) a fossil fuel burning heater, appliance, or fireplace or (2) an attached garage. If the detectors required by law are not installed, Agent will have necessary detectors installed at Owner's expense.
12. Repair any leaky faucets or runny toilets. Do not plug any of the drains. Be sure to leave everything in proper working order.
13. Clean kitchen, including sink. Pull out refrigerator and clean the floor behind. Leave refrigerator unplugged and open. Empty ice maker and clean refrigerator shelves, bins, door and underneath bins. Clean dishwasher shelves and door and run through rinse cycle. Clean inside stove including racks, drawer underneath. Install new burner drip pans and clean under burners. Clean exhaust hood, fan and filter. Don't use oven cleaner in self cleaning ovens. Clean all cabinets, in and out, including handles and knobs.
14. Clean and disinfect the bathrooms thoroughly. Clean toilet bowls and basins. Clean out all medicine cabinets, vanity drawers, etc. and wipe down. Attention should be given to the handles and knobs. Remove old shelf liner. Clean showers and tubs so that they are free of dirt & grime. Any ceramic tile baths should be cleaned with a brush and a product, such as Tilex, to remove any mildew.
15. Vacuum interior and closets, remove any bugs and cobwebs. Sweep and mop all vinyl floors.
16. Sweep and polish hardwood floors.

Owner Initials _____

Agent Initials _____

17. Mow, rake and trim, edge, pull weeds, haul debris from the property. Clean driveways, walkways, gutters, and patios.
18. Clean rain gutters and clean roof. Pick up all trash in yard.
19. Clean out garage and remove all items. Sweep floors and remove any cobwebs, etc. Clean any oil stains on pavement.
20. Provide Agent three copies of all keys at move out. Leave garage door openers, pool cards, mailbox keys and parking passes in a kitchen drawer.
21. Agent is not responsible for lost manuals. Make copies of any appliance manuals and leave the copies in the kitchen drawer.
22. Owner is still responsible for yard maintenance until a tenant moves in to the home.
23. Owners should set a good example of how they want their home maintained.
24. Any item above not completed by Owner will be completed by the Agent at Owner's expense.

This addendum, upon its execution, is herewith made an integral part of the aforementioned Exclusive Property Management Agreement.

Owner: _____

Date: _____

Owner: _____

Date: _____

Agent: _____

Date: _____