

DAMAGE ADDENDUM

We will make an inspection of the property when all personal belongings have been removed, when all cleaning has been completed, when all keys have been returned, and when you have no further need to access the apartment for any reason. When keys are returned, Tenant relinquishes all rights and privileges granted under the LEASE CONTRACT and returns possession to the Landlord for any and all purposes. Landlord may assume that the condition of the apartment at that time is the condition in which the Tenant(s) intended to leave it. Under the VIRGINIA RESIDENTIAL LANDLORD AND TENANT ACT, you have the right to be present at the time of our inspection. If you wish to be present, you must notify us in writing, and said inspection must be made within 72 hours of termination of your occupancy of the dwelling unit.

NOTE: Anyone who does not return the keys and vacates their residence by midnight on the date the LEASE CONTRACT terminates will be considered a holdover tenant and subject to substantial charges allowed under the LEASE CONTRACT which may include a fee of \$150.00 per day plus any moving or hotel costs incurred by the future resident(s) of the dwelling.

Security deposits will be returned by mail to the last known address. Only one check will be issued made payable to all Tenants whose signatures appear on the LEASE CONTRACT.

The return of your security deposit is subject to the following provisions and cleaning guidelines.

1. ADDENDUM: This is an Addendum to the LEASE CONTRACT executed by you, the tenant(s), on the dwelling you have agreed to rent. That dwelling is located at _____ Charlottesville, VA _____.
2. TERMS AND CONDITIONS: All terms and conditions of the LEASE CONTRACT must be satisfied. This includes payments of all late fees, legal fees, maintenance fees, and/or delinquent rent. All keys must be returned on or before the day your LEASE CONTRACT ends.
3. CLEANING GUIDELINES: The entire dwelling and leased property must be thoroughly cleaned and all trash and debris removed according to the following guidelines:
 - All belongings including coat hangers, trash, boxes, soap, toilet paper, shower curtains, etc. must be removed from the unit and from outside the unit and properly disposed of in the property's dumpster (if any) or by removal from the property. No property or trash shall be left at curbside.
 - All carpets must be professionally shampooed; all hardwood floors cleaned, waxed and buffed; all vinyl floors cleaned of all dirt. (Call the management office regarding any special care required for your floors.)
 - All windows and mirrors must be cleaned and streak free.
 - All surfaces including walls, doors, baseboards, windowsills, light switches, and receptacle covers must be cleaned of all dirt, dust, grease, and fingerprints.
 - All light fixtures (interior and exterior) must be cleaned of all dust, bugs, and cobwebs. All screens must be cleaned of dust or dirt.
 - All holes in walls and ceilings created by nails, hanging plants/lamps or shelves, etc. must be patched with an appropriate amount of spackling compound and sanded smooth.
 - Holes, bad marks or chips, whether from use or as the result of moving, will necessitate charges for patching and painting of entire wall involved.

- The interior and exterior of all kitchen appliances (including stove, range hood, refrigerator, and dishwasher) must be cleaned of all grease, dirt, dust, and cleaning residue. All knobs, burners, lights, exhaust fans, broiler pans, racks, windows and burner pans must be thoroughly cleaned and free of grease. Refrigerator must be defrosted and cleaned after removal of all water, frost, and ice. Leave refrigerator turned off and door open. Ranges and refrigerators should be pulled away from the wall to facilitate the cleaning of the appliance side and to enable the cleaning of the floor and cabinet sides.
 - Reflector pans under range burners are probably easier to replace than to clean. We suggest picking up replacements at Wal-Mart, Target, or K-Mart.
 - Kitchen cabinets and drawers must be cleaned of all food residue, handprints, and grease. All contact paper and glue residue shall be removed. All sinks and countertops must be cleaned of residue and stains.
 - All bathroom surfaces must be thoroughly cleaned of any hair, mildew, or dirt. Floors must be mopped, stripped of any old wax, and waxed with liquid wax.
 - All chrome fixtures including faucet handles, shower heads, medicine cabinets, towel racks, soap dishes, and/or toothbrush holders must be cleaned to a reflective shine.
 - Toilet bowls, bases, and tanks must be thoroughly cleaned.
 - Tubs and shower stalls must be cleaned of all stains, rings and soap residue. All tile and grout must be scrubbed free of mildew and soap residue. Shower curtain should be disposed of. Do not use abrasive cleaners on fiberglass.
 - Balconies, patios and storage areas must be cleaned.
4. If any of these provisions are not met and they require the use of electricity by Landlord to repair or clean the item, there will be an additional charge of at least \$45.00.

We realize that there are different standards for what “clean” means. Our definition of “clean” is simply that every square inch of every appliance, counter, cabinet, fixture, wall, tile, and floor must be scrubbed free of any and all dirt, with a detergent, and rinsed free of all residue.

Remember to provide us with your forwarding address. Within 45 days after termination of your lease, your deposit will be returned along with an itemization of any damages resulting in deductions from your deposit.

MOVE-OUT COST SCHEDULE

We trust that you will leave the premises thoroughly cleaned and in good condition, less normal wear and tear. For those residences not left in good, clean condition we have developed a list of charges which will be deducted from your security deposit or owed if your security deposit is insufficient to cover the charges. The prices below are minimum fees only, and the list is not comprehensive of every situation or possible charge. If we incur a higher cost for cleaning or repairing items, that cost will be passed on to you, and you will be responsible for paying that higher cost.

Cleaning stove, oven, burners	\$35.00
Cleaning refrigerator	\$35.00
Cleaning other kitchen appliances	\$25.00
Cleaning bath fixtures, tile, floor	\$35.00
Cleaning kitchen floor	\$20.00
Cleaning kitchen cabinets (inside and/or outside)	\$25.00

