

Reynolds Management, Inc.

Office: 209 E. Washington Ave., Suite 184 • Jackson, MI 49201

Mailing: P.O. Box 273 • Jackson, MI 49204-0273

(517) 787-1889 • Fax: (517) 787-1888

Website: rentalhomesbyrmi.com

- We provide you a move-in checklist to fill out at your rental lease signing. Return the completed checklist to our office staff within 7 days of the time of your lease signing. Make sure you sign, date, and get a copy of your filled out checklist.
- Be very detailed in your explanation of existing flaws in your new apartment or rental home using the checklist as a guide. **DO NOT** allow the checklist to limit your descriptions of flaws.
- Take photos with a date and time stamp for your documentation of existing flaws. Make sure there are photos with wide enough camera angles to reveal the layout of the rental house or apartment to verify the property location and specific room being photographed. Take both interior and exterior photos of the residence and property.
- Keep your copy of the filled out checklist and photos in a safe place such as a filing cabinet or lock box.
- Leave your apartment or rental home clean and free of remnants of any kind that would require us to charge for cleaning, hauling, and pest control services.
- Make sure storage areas including, but not limited to, garages, sheds, attics, closets, or basements are free of remnants.
- Make sure all cabinets and refrigerators are free of food and supplies.
- Make sure our office staff at Reynolds Management is aware of when electricity, heat, and water are due to be turned off.
- Make sure there aren't any water leaks, gas leaks, or open windows that may cause damage to either the rental home or the property and report any instances to our office staff at Reynolds Management before your move-out.
- Present keys to the office staff at Reynolds Management. Failure to do so will result in additional rent charged until the receipt of the property's keys by the office staff at Reynolds Management.
- Be sure to restore any damage to the yard, landscaping, and existing amenities to the condition previous your occupancy.
- Make sure all damages both interior and exterior to the property not recorded on your checklist are restored to the condition previous your occupancy or better.

Adhere to all the tips above to get your security deposit back in full!

- Commonly overlooked items that prompt additional charges: dead smoke detector batteries, burned out light bulbs, missing light bulbs and globes, damaged screens, cracked window panes, missing storm windows, stained or filthy carpets, unsanitary stove/oven, soiled refrigerator, dirty cabinets, unclean cupboards, unkempt closets, nail holes (the ideal option in repairing is to fill the nail hole with drywall mud using your finger; let mud dry then wipe down the wall with a damp cloth).