

Owner Make Ready Addendum

The upkeep and condition of your Property is of vital importance. All Seasons, LLC CRMC is known for clean, well kept homes. The better the condition, the sooner we can have it rented (and oftentimes, the better Resident we'll obtain.) Because your Property is video documented prior to each move-in, there is proof of the condition as the Resident received it. Therefore, we can charge the Resident if the Property is not left in the same condition as when initially rented (normal wear and tear excepted). We must also re-key the property at your expense before the initial Resident moves in but when that Resident moves out, according to our Lease, the cost of the next re-keying comes out of the security deposit (lock repairs/adjustments are excepted).

Carpet cleaning also applies under these same conditions.

Please read and sign the Cleaning and Property Standards Addendum to fully understand how the Property must be before a move-in. If you do not have the time to clean the property or do the additional "make ready" work, we are happy to get that done for you. Oftentimes, we recommend just allowing our preferred vendors to do the cleaning to avoid frustration. Please understand that additional cleaning may be needed if we ever encounter an extended vacancy.

Below is a list of items that must be completed at your expense before the initial Resident moves in. Again, if you are unable to complete any of these items, we can certainly have them done for you at your expense.

General:

- All personal items and trash **MUST** be removed from the property. This would include, but is not limited to, toilet paper, shower curtains and rings, fireplace tools, hangers, plungers, hoses, ladders, doormats, yard tools/decorations, and cleaning supplies. If owner leaves any of these items, Management may remove them at Owner's expense. We will not keep track of these "personal items" and by leaving them on site, it encourages Residents to leave similar items behind, which will become clutter. Therefore, it is All Seasons' policy to ensure all personal items and trash are removed from the home.
- **Do** leave any designated items for the Property organized and well-marked (paint, owner's manuals for appliances, etc.)
- Leave special instructions in easy to find areas.
- Refer to All Seasons, LLC CRMC's "Cleaning and Property Standards Addendum" for our cleaning standards.

Interior:

- Properly fill any nail and screw holes in walls and touch up paint or re-paint, if needed.
- Have wood burning fireplace chimney cleaned and inspected (if applicable). Provide proof to All Seasons, LLC CRMC
- Make sure flooring is in good repair and carpet is not in need or stretching, patching, etc.
- Sweep patios, decks, garage, storage units, and steps

- Replace burned out and missing light bulbs (don't forget the oven, vent hood, microwave, and refrigerator)
- All light covers and globes must be in place and free from cracks/damage.
- Replace any "CFL style" light bulbs with regular incandescent or LED light bulbs due to potentially hazardous levels of mercury in the CFL light bulbs.
- Make sure that all outlets, light fixtures, and switches are functional.
- Replace any cracked, broken, or missing outlet and switch cover plates.
- Stairs, railings, and banisters inside and out must be secure.
- Treat for pests as applicable.
- Wood trim, banisters, and/or cabinets may need Minwax or similar conditioning product.
- "Tag" the shut off for the water main.
- "Tag" the water heater shut off valve.
- "Tag" the sprinkler system shut off valve.
- Change batteries in smoke detectors. Replace any units that are over 10 years old. At a minimum, a smoke detector needs to be on each level of the home. This also depends on the age of the Property.
- A Carbon Monoxide detector is mandatory within 15 feet of every "sleeping area". We prefer the plug in type with a digital read-out and battery back-up. No battery only detectors, unless it's a 10 year sealed lithium battery unit when there's not an electrical outlet available. CO Detectors should be replaced every 5 years.
- Don't forget to leave all remotes to include garage, fireplace, ceiling fans, etc.
- Ensure that the doorbell works, if present.
- No interior keyed doorknobs are allowed. (i.e. bedroom, bathroom, closet doors, etc.)
- Only main entry doors may have keyed doorknobs or keyed locks. Additionally, deadbolts should be the type that do not require a key to unlock from the interior for safety reasons.

Carpets:

- All carpets must be professionally cleaned with a TRUCK MOUNTED SYSTEM. If the job does not meet All Seasons, LLC CRMC's standards, you may be charged again. Provide proof to All Seasons, LLC CRMC.
- If there have ever been pets in the Property, you must include an enzyme or odor treatment besides the regular cleaning.
- If there is still pet odor after cleaning and treatment, carpet/pad may need to be replaced.

Windows/Doors:

- Ensure window coverings in critical areas are in place and clean. We like to have window coverings in all bathrooms (if applicable) and bedrooms, at a minimum. Ideally in living areas too.
- Replace broken glass/windows.
- Make sure windows in every room open, latch, and lock.
- Replace any ripped or torn window screens and ensure all windows that open, have a screen.
- Ensure that all window and door locks function properly.
- Door stops are needed for all doors.

- Doors and garage doors - All exterior doors need to be in sound condition and weather tight.

Bathrooms/Kitchen:

- Install shower curtain rods if there are none and they are needed. Replace rusted rods.
- Replace all caulking and missing or crumbling tile grout.
- Make sure that all plumbing is working properly and leak free.
- Check garbage disposal for proper operation (also the rubber splash guard).
- Kitchen and bathroom sink and tub stoppers/plugs are required.
- Fix any running toilets.

Appliances:

- Check all appliances for proper working condition.
- Replace and date the refrigerator/freezer water filter, if applicable.
- Humidifiers: If not working, must be removed or clearly stated in the Management Agreement and on the equipment that it is not working and will not be repaired. We prefer that they are not left at all.
- Replace furnace filter (please leave extras) and have furnace inspected/cleaned.
- Water heater must have pressure relief valve (PRV) and downward discharge pipe.
- Water softener maintenance must be established by the Owner prior to management. Owner is responsible for payment of sale during management term. Owner must provide a copy of the maintenance contract to All Seasons, LLC CRMC. Owner must provide maintenance company with Management's contact information.

Exterior/Yard:

- Final clean-up of yard and remove decorative yard items (trim bushes and trees as needed).
- Remove all leaves, pine needles, dog feces, and trash from yards.
- Yard must be mowed within 3 days of (move-in/move-out) and weed free. Regular mowing/trimming may be hired out by All Seasons, LLC CRMC in vacancies.
- Clean cobwebs from exterior and check outside lights.
- Exterior lighting is to be provided where hazards may exist. All fixtures must be in working order. If 110v lighting is provided, it should be in working order or removed.
- Replace burned out light bulbs.
- All light covers and globes must be in place and free from cracks.
- Replace any "CFL style" light bulbs with regular incandescent or LED light bulbs due to potentially hazardous levels of mercury in the CFL light bulbs.
- Disconnect and remove all garden hoses/hose reels.
- Ensure that the sprinkler system is properly shut down for winter or turned on and programmed for Summer. We recommend watering Mondays, Wednesdays, and Fridays starting at 4am.
- Check gutters for blockages, leaks, and proper drainage. Ensure that splash-blocks are in place.
- Make sure that the roof is in good repair.
- Remove oil/grease stains from patios, driveways, and garage floors.
- Any trip and fall hazards must be identified to All Seasons, LLC CRMC if Owner is not able to correct prior to management.

- Stain decking and fences as needed (check for sturdiness/stability)
- The exterior should have no flaking or chipping paint.
- Remove all debris, leaves, and trash from window wells.
- Decking and fences must be in good repair and stable.

If any of the above items are not completed, All Seasons, LLC CRMC has the authority to complete at Owner's expense. If prompt payment is not received, cost for addressing any necessary items will be deducted from rents received.

Owner _____ Owner _____ Date _____

This form has not been approved by the Colorado Real Estate Commission. It was prepared by Kenneth E. Davidson, attorney for All Seasons, LLC CRMC.

Revised 10/11/2018