



BMG Laurel LLC.

PROPERTY MANAGEMENT AGREEMENT

In consideration of the covenants herein, _____ (hereinafter referred to as "Owner(s)"), and BMG Laurel, LLC, (hereinafter referred to as "Manager"), agree to this **Property Management Agreement** (hereinafter referred to as the "Agreement") as follows:

1. Exclusive Agency: The Owner(s) hereby employs the Manager exclusively to rent, lease, operate and manage all units identified and designated in Exhibit A attached hereto (hereinafter referred to as the "Property") upon the terms and conditions provided herein for the period of One (1) Year beginning _____ and ending _____ and shall automatically renew thereafter for annual periods. Manager accepts the employment and shall furnish the services of the organization for the management of the property. Owner shall pay all of the expenses in connection with this service described herein.

A. Relationship of Manager to Owner: The relationship of the parties to this agreement shall be that of principal and agent, with Manager serving as the agent of Owner and an independent contractor of Owner. Nothing in this Agreement shall be construed as creating a partnership, joint venture, or any other relationship other than agency. Manager shall not be considered an employee of Owner.

B. Description of Property: "Property," as used throughout this Agreement shall be limited to the Property in Exhibit A or Properties described in Exhibit A. The Exhibit may be amended or modified to add or reduce the number of properties at any time, provided Owner and Manager agree to the changes in writing.

2. Manager Responsibilities: To assist Owner with the ongoing management of the Property, Manager shall perform the following:

A. Collection and Disbursement: Manager shall collect all rent due and owing and provide to Owner all Owner Income. Manager shall remit to Owner all income, less any properly deducted fees/charges, by U.S. Mail, wire, automatic payment, or other arrangement as established by Manager and Owner. Before payment is remitted to Owner, Manager reserves the right to hold rent checks from Tenant with previous NSF or other payment issues until check has officially cleared Managers bank. Should payment made by Tenant be refused or returned for any reason, Owner shall refund to Manager any such payment made to Owner within 5 days from written or verbal request.

B. Late Payments from Tenants: Any lease with Tenant shall include a 5% late rent fee in the event Tenant rent is not received by the 5th day of each month. All late fees shall be paid to and retained by manager.

C. Lease Negotiations: Manager will set rents that in the opinion of the manager at the time of the rent negotiations with the Tenant reflect the market conditions of that time and approximate rents of comparable rental properties.

Owner designates manager as its agent to negotiate and sign any and all lease agreements or related addenda on its behalf. Manager is not, nor shall it be expected to be legal counsel or a legal advisor to Owner. Owner is advised to seek, at its sole cost and expense, its own legal counsel for legal issues or legal questions related to the Property.

D. Property Inspections: Manager shall complete move out inspections. Manager shall complete one (1) free included periodic occupied inspection annually. This is to ensure the property is being maintained and upheld to satisfaction. Any additional inspections requested by the Owner shall be billed to Owner by Manager at Manager's then current hourly rate, which current hourly rate shall be provided to Owner upon Owner's written request. Owner shall promptly pay the cost of such additional inspections to Manager upon demand.

E. City Requested Inspections: Manager is not responsible or liable for any fees or costs associated with the maintenance, repair or replacement of Property to meet any inspection items noted by the city or municipality. Manager is not responsible for any fines, fees or costs assessed by any city or municipality associated with an inspection or re-inspection of the Property, unless said fines, fees or costs are the result of the gross negligence of Manager, which shall not be presumed, but shall be determined by a court of law or Property tribunal.

F. Management Fees and Expenses: As compensation for the services rendered by Manager under this agreement, Owner shall pay Manager as follows:

I. **Monthly Management Fee.** Manager shall be paid the greater of \$100.00 per month per unit or 8% of the gross rent per month for managing the Property.

II. **Leasing Fee (Vacant Properties).** For leasing vacant residential units: a leasing fee of one (1) month's rent will be charged, due to Manager at the time the lease is executed. If owner brings a qualified tenant to the manager and a lease is signed with the tenant, manager agrees to only charge an admin fee of \$500.00 as well as the 8% monthly management fee (OWNER PROVIDED TENANT IS A TENANT THAT HAS ALREADY VIEWED THE PROPERTY AND IS READY TO APPLY FOR THE UNIT. BMG WILL CHARGE THE FULL LEASING FEE IF BMG AGENT HAS TO SHOW THE PROPERTY TO THE TENANT). Manager agrees to cooperate with all Realtors. Leasing fees are waived if the owner has an on-site staff on payroll that performs leasing functions.

III. **Lease Renewal Fee.** Manager shall be paid \$299.00 for each individual lease renewal, due to Manager at execution of lease renewal. This will apply to any renewal that is signed for six (6) months or longer in duration and due at the time of execution of renewal. If any lease is renewed for a period of less than six (6) months but the lease continues for a period exceeding six (6) months from the date of the renewal for any reason, the fee set forth above shall be applicable upon the date that such lease exceeds six (6) months from the date of the renewal.

G. Negotiation and Vendor/Contractor: Manager is authorized to retain the services of companies, independent contractors, and Manager's own maintenance employees and to order service contracts required for the operation and maintenance of the Property. Owner shall be responsible for the payment of the services rendered.

Manager maintains business relationships with vendors and /or contractors who may be regularly retained by Manager for maintenance and other services. Sometimes these services are contracted for and paid in bulk or on a time – spent basis, where Manager is charged for the work performed on several Properties, rather than on a per – Property basis. Due to the ongoing nature of these

relationships and the volume or bulk nature in which these services are contracted, Manager may receive such services at a price that is discounted from the same vendor or contractor's established rates or a comparable market rate for such services. Therefore, if Manager negotiates, hires, and manages such a vendor or contractor to perform work on the Property, Manager shall charge the published or market rates for such service, even in circumstances in which the fee ultimately paid by Manager (on a per service, per unit basis) are more or less than the market rate. Any difference between the market rate being charged to Owner and the rate paid by Manager (which may be more or less than such market rate) shall be paid by or retained by Manager. This shall serve as Manager's disclosure that it may receive compensation from vendors contracted by Manager, and Manager shall retain any discounts or compensation received.

The management services provided by Manager hereunder do not include services related to Property sales, refinancing, preparing Property for sale or refinancing, modernization, fire, or major damage restoration, rehabilitation, obtaining income tax, accounting, or legal advice, representation before public agencies, advising on proposed new construction, debt collection, counseling, attending Owners Association meetings, or insurance claims ("Supplemental Services"). At Owner's request, Manager shall perform such supplemental services, subject to Manager's availability, at Owner's cost and expense. Manager shall be entitled to an additional administrative fee of \$100/hour for any Supplemental Service provided by Manager under this Agreement.

H. Security Deposits: Manager is to hold tenant's security deposits in a FDIC insured bank. At the end of the tenant's lease, the owner is responsible for the interest due on the security deposit in accordance with Maryland Real Property Code.

If Owner wishes to hold the security deposit, BMG Laurel will require a \$500 retainer. If the owner does not pay the \$500 retainer upfront, the \$500 retainer will be taken from the rent proceeds. Again this is ONLY if the owner requests to hold the security deposit.

3. Disbursements of Rent and other Receipts

A. **Net Proceeds:** To the extent that funds are available Manager shall remit the balances due to owner monthly.

B. **Direct Deposit:** Owners who wish to avoid a paper check may choose to sign up for Direct Deposit. This program is the electronic transfer of rental income via ACH. This service is at no additional charge.

C. **Manager is not required to advance funds:** If the balance of funds held on behalf of Owner for disbursement is at any time insufficient to pay disbursements due and payable, Owner shall, not later than 10 days after written notice, remit to Manager sufficient funds to cover the deficiency.

4. Financial and Other reports

A. **Owner's Reporting to Internal Revenue Service (IRS):** Owner is required to file all required IRS forms and meet all IRS requirements. Owner agrees to furnish Manager with a proper TIN (Taxpayer Identification Number) via an IRS W9 form, or other applicable IRS approved documents.

B. **Reports:** Manager shall furnish Owner with a statement of cash receipts and disbursements from the operation of the Property, on a monthly basis. In addition, manager shall, on a mutually acceptable schedule, prepare and submit to Owner such other reports as are agreed on in writing by both parties.

Manager shall submit as required by the IRS at the conclusion of each calendar year a Form 1099 indicating the total income received from the Property.

5. Leasing and Renting

A. Manager's Authority: Manager is authorized to negotiate, prepare and sign all leases, including all renewals and extensions of leases and to cancel and modify existing leases of Owners. Manager will consult with owner for approval of any lease terms outside the standard twelve-month lease term. Leases are to be written on Manager's standard lease form. To advertise for rent said Property or any part thereof, manager may display signs, to rent same, to sign leases for a period not to exceed 24 months and to renew or cancel leases, to institute and prosecute action to evict tenants and to recover possession of property(s). Manager is under no obligation to pursue evicted or past tenants for judgment, or collections, of expenses or damages that exceed tenant's security deposit.

B. Enforcement of the Leases: Manager is authorized to renew or cancel leases and to institute, in Owner's name, all legal actions or proceedings for the enforcement of any lease term, for the collection of rent or other income from the Property, or for the eviction or dispossession of the tenants or other persons from the Property. Manager is authorized to sign and serve such notices, as Manager deems necessary for lease enforcement, including the collection of rent and other income. If Manager deems it necessary, Manager may retain an attorney of Manager's choice (unless Owner supplies Manager with the name of Owner's attorney). Owner shall pay all attorney fees and court cost.

6. Reasonable Maintenance and Repair

A. Ordinary Maintenance and Repair: Manager is authorized to make or cause to be made, through contracted services, employees or otherwise, and at Owner's sole cost and expense, repairs and replacements necessary to preserve the Property in a habitable condition and for the operating efficiency of the Property, and all alterations required to comply with lease requirements, governmental regulations or insurance requirements. Manager reserves the right to inspect Property randomly at the discretion of manager. Owners with Home Warranty or Service plans shall provide account information to manager and must list manager as an additional member on the account. Tenants shall be responsible for maintaining Property as addressed in their lease. Fines assessed by the city, municipality or state for violations such as snow removal, lawn/tree/landscaping/issues, trash, or the like shall be paid first by Tenant (if consistent with terms of the lease).

B. Smoke and CO Detectors: At Owner's expense, smoke detectors and carbon monoxide detectors will be installed on the Property in accordance with the law, prior to the tenant's occupancy. During the occupancy, it shall be the tenant's responsibility to maintain all smoke detectors and carbon monoxide detectors.

C. Property Move in Condition: Both tenant and owner agree that the property will be delivered in "As Is" condition with the expectation that the following items will be addressed by Manager, at Owner's sole cost and expense, on or before each move-in hereunder: professional cleaning, steam cleaned carpets where necessary, touch-up paint, working appliances and HVAC system, anything that poses a health or safety risk to tenants as well as all compliance items needed for city, state and federal housing regulations. Any additional items must be negotiated in writing prior to entering into a lease agreement.

D. Turnover/'Make Ready' repairs: At Owner's expense, repairs and maintenance will be performed on the Property between leases. Manager has the authorization to perform repairs up to two thousand (\$2000.00) dollars without the prior consent of Owner

E. Smoke and CO Detectors: At Owner's expense, smoke detectors and carbon monoxide detectors will be installed on the Property in accordance with the law, prior or during to the tenant's occupancy. During the occupancy, it shall be the tenant's responsibility to maintain all smoke detectors and carbon monoxide detectors.

F. Properties with Home Warranties: If a Property has a home warranty in place, Manager shall be paid an additional fee equal to 1% of the gross rent collected per month, with a minimum of \$25.00 monthly. Owner acknowledges that the additional fee is due to the significant amount of additional time incurred by Manager for service requests for the Property when a home warranty is in place. In the event of an emergency repair described in paragraph B above, Owner authorizes Manager to use vendors selected by Manager other than the home warranty company if the home warranty company does not promptly respond to and address the emergency repair.

7. Insurance

A. Owners Insurance: Owner shall obtain and maintain, at its sole cost and expense, adequate insurance against liability for loss, damage or injury to Property or persons which might arise out of the occupancy, management, use, operation, or maintenance of the Property. If for any reason, the Property remains vacant for thirty (30) days or more, Owner shall obtain and keep in effect for said period, at his own expense, adequate vacant property insurance. Manager shall be under no obligation to obtain, maintain, or renew any policies of insurance required to be carried by Owner hereunder.

8. Manager Assumes No Liability: Manager assumes no liability for any damages, losses, or acts of omission by the tenant. Manager assumes no liability for any acts or omissions of Owner, previous Owners or previous brokers. Manager assumes no liability for default by any Tenant. Manager assumes no liability for violations of environmental or other regulations which may become known during the term of this agreement. Any such regulatory violations or hazards discovered by Manager shall be brought to the attention of Owner, and Owner shall promptly cure them. Manager shall not be liable in the event of bankruptcy or failure of the depository bank where Owner's funds are deposited.

9. Indemnification and Owner's Responsibilities to Defend:

A. Generally: Owner shall indemnify, defend, and hold Manager harmless from all loss, investigation, suits, damage, cost, expense (including attorneys' fees) liability or claims for personal injury or property damage, including vandalism, incurred or occurring in, on or about the Property.

B. Indemnification survives termination: All representations and warranties of the parties contained herein, including any provisions of this agreement that require owner to have insured or to defend, reimburse or indemnify Manager shall survive the termination of this agreement. If Manager becomes involved in any proceeding or litigation by reason of having been Owner's Manager, such provisions shall apply as if this agreement were still in effect.

C. Litigation and Compliance Expenses: Owner shall pay and indemnify, defend, and hold Manager harmless from, all fines, penalties, or other expenses in connection with any claim proceeding, or suit involving an alleged violation of any law pertaining to fair employment, fair credit reporting, environmental protection, rent control taxes or fair housing, including illegal discrimination on the basis of race, sex, color, religion, national origin, physical handicap, familial status, public assistance, age or all other classes protected by state, or federal law: provided, however, that owner shall not be responsible to Manager for any such expenses if Manager is found in a court of law or tribunal of property authority to have personally, and not in a representative capacity, violated any such law. Should Owner sue Manager, Owner shall pay the full costs of Manager's attorney's fees and costs expended in defending itself, in the event Manager prevails in such suit. Nothing contained in this Agreement shall obligate Manager to employ legal counsel to represent Owner in any such proceeding or suit.

10. Owner Representations: Owner represents and warrants: that Owner has full power and authority to enter into this Agreement; that there are no written or oral agreements affecting the Property other than disclosed tenant leases, copies of which have been furnished to Manager; that there are no recorded easements, restrictions, reservations or rights of way which adversely affect the use of the Property for the purposes intended under this Agreement; that the Property is zoned for the intended use; that all permits for the operation of the Property have been secured and are current; that any underlying mortgages or related liens permit rental of the Property or Property steps have been taken to ensure the Property being used in a manner consistent with how it has been represented to third parties, that the building and its construction and operation do not violate any applicable statutes, laws, ordinances, rules, regulations, orders or the like; that the information supplied by Owner is dependable and accurate; and that any loans, notes, mortgages, dues or trust deeds are fully paid or are current without defaults.

11. Termination:

A. Early Termination: Either party may terminate this Agreement with 30 days' notice of the contract end date and subsequent renewals. Upon any termination of this Agreement by Owner, Owner shall pay to Manager a sum equal to the monthly management fee percentage times the number of months remaining in the term of the Agreement as of the termination date based on the rent in effect under leases as of the termination date without regard to the actual remaining term of the lease or collection of rent under such Lease. If any property sells during this term, Manager may terminate this Agreement as of the date of the sale and Owner shall pay to Manager the sum calculated pursuant to the immediately preceding sentence with the date of the sale being the applicable termination date for calculation of such sum.

B. Termination for Violation of Agreement or Law: Manager reserves the right to terminate this Agreement with 30 days written notice if Owner is found to have violated the agreement. Manager reserves the right to terminate this Agreement immediately if Owner acts in a manner which, at the discretion of Manager, creates a hostile or otherwise harmful relationship with Manager, or Owner is found in violation of any federal, state, or local law that may create a liability to Owner, impact the goodwill or public reputation of Manager, or otherwise endanger Manager in any way.

C. Owner Responsible for Payments: Upon termination, Owner shall pay Manager any fees, commissions, and expenses due to Manager for services already rendered or payments due through the month of termination. Owner shall assume and satisfy the obligations of any contract or outstanding bill incurred by Manager under this Agreement. Manager may withhold funds for up to 60 days after the end of the month in which this Agreement is terminated in order to pay bills previously incurred but not yet invoiced and to close accounts. Manager shall deliver to Owner, within 60 days after the end of the month in which this Agreement is terminated, any balance of monies due Owner, which were held by the manager with respect to the Property, as well as a final accounting reflecting the balance of income and expenses with respect to the Property as of the date of termination or withdraw.

12. Lead Based Paint Disclosure

Housing built before 1978 may contain lead – based paint. Before renting pre-1978 housing, Owner must disclose the presence of known lead-based and /or lead- based paint hazards in the Property. Owner represents that:

☐ The Property was **constructed on or after January 1, 1978**.

☐ The Property was **constructed prior to 1978**. Check (i) or (ii) or (iii) below.

I. _____ Owner has no knowledge of lead based paint and /or lead based paint hazards in the Property

II. _____ Owner has knowledge of Lead based paint and /or lead based paint hazards in the Property. Owner has had Property inspected and can show proof of such inspection with test results.

III. _____ The Property was **constructed prior to 1950 (Owner must show proof of lead inspection)**

13. Complete Agreement. This Agreement shall be binding upon the parties, and each of their respective heirs, executors, administrators, successors and assigns. No amendment is valid unless in writing and signed by the parties. There are no warranties or representations not herein contained.

The undersigned parties acknowledge that they have thoroughly read and understand each provision of this Agreement and have received a copy.

Executed this _____ day of _____, 20_____.

Owner (1) Signature: _____

Printed Name: _____

Owner (2) Signature: _____

Printed Name: _____

By: _____

BMG Laurel Representative

BMG Laurel, LLC 9811 Mallard Dr.

(Suite 214)

Laurel, MD 20708

Phone: 240-224-8220 Fax: 240-553-7740

Complete RENTAL Property Address: _____

Will you allow pets with a \$500.00 pet deposit? : Yes ☐ No ☐ If allowed, do you have any restrictions on the type or size of pet. Please list any restrictions below:

Legal Owner: (1) First Name: _____ Last Name: _____

Legal Owner: (2) First Name: _____ Last Name: _____

Company Name (If applicable): _____

MAILING address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: **Owner (1):** Mobile: _____ - _____ - _____ **Owner (2):** Mobile: _____ - _____ - _____

Work: _____ - _____ - _____ Work: _____ - _____ - _____

Home: _____ - _____ - _____ Home: _____ - _____ - _____

Email: Owner (1): _____ @ _____

Owner (2): _____ @ _____

Emergency contact in the event Manager is unable to get in touch with owner:

Name: _____

Phone Number: _____

Email Address: _____

☐ W-9 Completed and attached

Payment Method:

☐ Yes, I want to be paid by ACH (***Attached copy of cancelled check or bank document must be attached or payment defaults to a check mailed to you***)

Property Management Agreement Addendum

This addendum, dated _____, is added to the Property Management Agreement (PMA) by and between _____, as owner(s) and BMG Laurel, as Manager for the property located at:

Owner & Manager agree to the following:

The Manager agrees to notify the Owner(s) of all expenditures in excess of \$_____ for any one item, except for the following:

- I. Previously approved, monthly or recurring operating charges
- II. Emergency repairs that are immediately necessary for the preservation and safety of the property, to avoid the suspension of any essential service to the property, to avoid danger or life of property, or to comply with federal, state, or local law.
- III. Necessary expenses if the owner is not reasonably available for consultation. Manager is authorized to immediately make any repairs to chipping or peeling paint, consistent with MDE Lead Paint Poising Prevention Program.

By Signing Below, you agree to the terms of this PMA Addendum. All other terms and conditions of the PMA remain the same.

Signature

Date

Signature

Date

Signature

Date

BMG Laurel Representative

Date

EXHIBIT A

Property(s):



Property Management Agreement Addendum

This addendum, dated _____, is added to the Property Management Agreement (PMA) by and between _____, as owner(s) and BMG Laurel, LLC as Manager. For property located at: _____.

Owner & Manager agree to the following:

- ❖ An upfront fee of \$99 will be paid for each unit brought on under this agreement.

By Signing Below, you agree to the terms of this PMA Addendum. All other terms and conditions of the PMA remain the same.

Signature Date

Signature Date

Signature Date

BMG Laurel Representative Date

Addendum to Property Management Agreement

This addendum, dated _____ is added to the Property Management Agreement by and between _____ and BMG Laurel, LLC.

The following items are amendments to the Property Management Agreement for the property located at

By Signing Below, you agree to the terms of this amendment. All other terms and conditions of the Property Management Agreement remain the same.

Owner Signature

Date

BMG Laurel Representative

Date

Subsidy Property Form

(Only if a tenant is on a subsidy program, otherwise "X" does not apply)

Does not apply ☐ _____

PROPERTY ADDRESS: _____

IF THE PROPERTY IS OCCUPIED AND HAS A SUBSIDY PROGRAM, PLEASE COMPLETE THE FOLLOWING:

1. Which subsidy program? _____
2. Can you provide a copy of the HAP contract? _____
(This is the contract to receive rental payments from the program)
3. What the payment portion for the subsidy program per month? \$ _____
4. What is the payment portion for the tenant per month? \$ _____
5. Is there an upcoming inspection for the property? _____
6. If there is an upcoming inspection, when is it scheduled for? _____
7. Is the property in abatement? _____
(Not receiving subsidy payments)

If you answered yes to question 7 then we need a copy of the inspection / violations. We will also need to know what violations were already taken care of. Also, we will need to know of any court dates that are pending.

Owner Direct Deposit Form



Owner Name(Should match W9): _____

Property Address: _____

Bank Name: _____

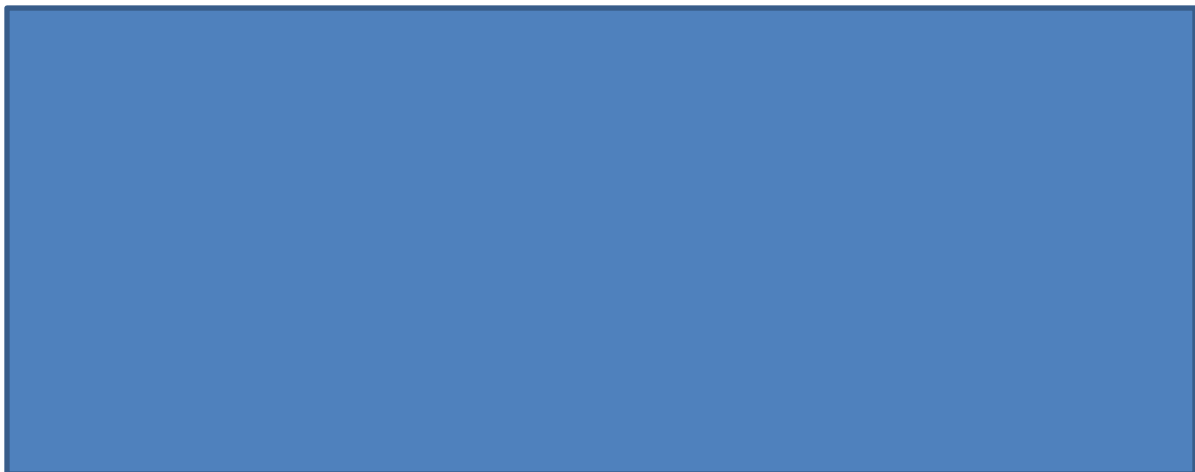
Routing Number: _____

Account Number: _____

Signature: _____

Date: _____

(Attach Voided Check)



Consent to Electronic Delivery of Tax-Related Documents

Please read this information carefully and download or print a copy for your records.

BMG Laurel, LLC has elected to make certain tax documents available electronically, including IRS Form 1099. In an effort to reduce paper waste, BMG Laurel is sending you this request for consent.

You may elect to receive tax documents from BMG Laurel via electronic delivery through email and the BMG Laurel owner portal (the "Portal") where you can download those documents. IRS regulations and guidelines require you to first review these disclosures and provide your affirmative consent to receiving tax documents in an electronic format. While BMG Laurel is requesting your consent to delivery of your tax documents electronically, you are not required to provide your consent and may continue to receive tax documents from BMG Laurel via paper copy at your address on file with BMG Laurel. If after reading the below information you choose to have your IRS Form 1099 delivered electronically, please sign below to indicate your affirmative consent and sign electronically.

IMPORTANT DISCLOSURE INFORMATION

1. If you do not consent to electronic delivery, or if we cease to offer this electronic delivery service, you will receive a paper IRS Form 1099 in the mail, which will be delivered to the address that we currently have on file.
2. Your consent to electronic delivery will apply to all future IRS Form 1099s unless consent is withdrawn by you.
3. You may withdraw consent at any time by emailing your applicable property manager or writing to your property manager via U.S. Mail at the mailing address available to you in the Portal. Any withdrawal of consent will be effective immediately, but please note that withdrawals after January 15 may not be processed immediately and you may still receive an electronic copy of your IRS Form 1099 for the previous tax year. A withdrawal of consent does not apply to any statements that were furnished electronically with consent, prior to the effective date of the withdrawal.
4. You may still request a paper copy of your IRS Form 1099 even after providing consent for electronic delivery by writing to your applicable property manager by email or U.S. Mail. Requesting a paper copy of your IRS Form 1099 will not be treated as a withdrawal of consent unless it is accompanied by a specific request to withdraw consent.
5. BMG Laurel reserves the right to stop electronic delivery of your tax documents at any time by giving you notice. If BMG Laurel does so, BMG Laurel will send you paper copies of your tax documents.
6. Should your contact information change, please promptly inform your property by email or by U.S. Mail or update your information in the Portal.
7. In order to access and retain your IRS Form 1099, you will need: a computer with an Internet connection; a current web browser that includes 128-bit encryption; Adobe Acrobat Reader to view documents in the PDF file format; a valid email address to retrieve and display your email messages; and a printer to print the form or sufficient storage space to download a copy for your records. Your IRS Form 1099 will be available for retrieval from the Portal until the earlier of (i) termination of your property management agreement with BMG Laurel and (ii) the

date that BMG Laurel ceases to offer this electronic delivery service through the Portal. You may be required to print the IRS Form 1099 and attach it to your federal, state or local tax return.

8. BMG Laurel will email you with the electronic method (via the Portal or email that will be used to furnish your IRS Form 1099 by January 31st of each year following the calendar year to which the IRS Form 1099 relates (or the first business day after January 31st, if January 31st falls on a Saturday, Sunday or legal holiday).
9. The email containing notice that your IRS Form 1099 is available will have the following subject heading: "IMPORTANT TAX RETURN DOCUMENT AVAILABLE." If this email notification is returned due to a bounce or similar notification that the email was sent to an invalid address, a paper copy of your IRS Form 1099 will be delivered to the mailing address on file.

By signing below, you acknowledge that you have read and understand this Consent, and that you affirmatively consent to receive your tax documents (including IRS Form 1099) electronically. By giving your consent you are confirming that your computer system meets the software and hardware requirements described above and are able to access, receive, print and retain a copy of your tax documents. You agree that such information may be communicated online by posting notices, disclosures and other communications on our website, mobile application, or by sending such information to you by e-mail. If you do not specifically consent to the electronic delivery of tax documents by signing below, you will continue to receive paper copies of all required tax documents, including IRS Form 1099.

Signature: _____

Printed Name: _____

Tax ID Number of Last 4 of SSN: _____

Date: _____

(if two owners also complete below for second owner):

Signature: _____

Printed Name: _____

Tax ID Number of Last 4 of SSN: _____

Date: _____



BMG Laurel LLC.

PROPERTY INFORMATION PAGE

COMMUNITY INFORMATION – (please use “N/A” for any unused fields)

Community HOA/COA Name : _____

HOA/COA Point of Contact : _____

Contact Phone : _____

Contact Email : _____

☐ YES ☐ NO Letter of Good Standing submitted to Property Manager

☐ YES ☐ NO Copy of HOA/COA Rules and Regulations submitted to Property Manager

Community Amenities : _____

COMMUNITY ACCESS – (please use “N/A” for any unused fields)

Number of Parking Passes submitted to Property Manager : _____

➤ Parking Space #(s) : _____

➤ Tenants must register vehicle with HOA/COA? ☐ YES ☐ NO

➤ Garage Door Opener submitted to Property Manager? ☐ YES - How many? : _____ ☐ NO

Number of Pool Passes submitted to Property Manager : _____

Mailbox Number : _____

Community Access Notes : _____

Guest Parking Rules : _____

ACCESS DEVICE REPLACEMENT COST –

\$ _____ Parking Passes

\$ _____ Pool Passes

\$ _____ Garage Openers

\$ _____ Key Fobs

\$ _____ Entry Door Keys

\$ _____ Mailbox Keys

MOVE IN FEES – (please use “N/A” for any unused fields)

Does the building have an elevator? ☐ YES ☐ NO

➤ Reservation Required? ☐ YES ☐ NO

➤ Refundable Deposit Required : \$ _____

➤ Non-refundable Deposit Required : \$ _____

Additional Notes : _____

COMMUNITY AND EMERGENCY SERVICES –

(please use “N/A” for any unused fields)

HOA/COA Emergency Contact : _____

Emergency Services covered by HOA/COA : _____

Landscaping (HOA/COA Responsibility Areas) : _____

Landscaping (Tenant Responsibility Areas) : _____

Snow Removal (HOA/COA Responsibility Areas) : _____

Snow Removal (Tenant Responsibility Areas) : _____

Utilities:

Electric Provider: _____

Gas Provider: _____

Oil Provider: _____

Water Provider: _____

IF TENANT OCCUPIED, ARE ANY UTILITIES CURRENTLY IN THE TENANTS NAMES? (PLEASE
NOTE ANY UTILITIES THAT ARE CURRENTLY IN TENANTS NAME): _____

DOES THE HOA COVER ANY UTILITIES?: ☐ YES ☐ NO

WHAT UTILITIES DOES THE HOA COVER IF ANY?: _____

DOES THE PROPERTY HAVE SOLAR PANELS?: ☐ YES ☐ NO

ARE TENANTS RESPONSIBLE FOR SOLAR CHARGES?: ☐ YES ☐ NO

DO TENANTS NEED TO MAINTAIN AN INTERNET CONNECTION FOR SOLAR PANEL SYSTEM?:

☐ YES ☐ NO

Trash/Recycling/Yard Waste:

Where do tenants store containers and where in the community do they go on pickup days?: _____

Trash Days: _____

Recycling Days: _____

Yard Waste Days: _____

ARE TENANTS REQUIRED TO GET A PRIVATE TRASH SERVICE? (PLEASE PROVIDE CONTACT
INFO AND AVERAGE MONTHLY COST OF TRASH SERVICE): _____

Additional Information:

What items of yours do the current tenants have in their possession (how many key fobs, garage door
remotes, mailbox keys, Personal items, etc.): _____

Please list any additional "quirks of property" or items that your property manager or tenant should know: ____

Special Maintenance Notes or Requirements: _____

Location of Elec. Panel: _____

Location of Main Water Valve: _____

Location of Exterior Water Valve: _____

Location of Sump Pump: _____

Location of HVAC: _____

Filter Size: _____

PROPERTY INSURANCE INFORMATION

Name of Insurance Carrier: _____

Address: _____

Policy #: _____

Policy Expiration Date: _____

Contact Phone #: _____

HOME WARRANTY PLAN INFORMATION

Company Name: _____

Account #: _____

Expiration Date: _____

Contact Phone #: _____

Username: _____

Password: _____

Covered Items: _____

TENANT CONTACT INFORMATION

Tenant Name: _____

Tenant Email: _____

Contact Phone #: _____

Tenant Name: _____

Tenant Email: _____

Contact Phone #: _____

Tenant Name: _____

Tenant Email: _____

Contact Phone #: _____

Additional Occupants: _____

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	Social security number [][][] - [][] - [][][][][][] Employer identification number [][] - [][][][][][][][][]
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3. Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



AUTOMATIC TURN-ON AGREEMENT

In order to ensure that electric service is not discontinued to the properties indicated (except for non-payment, as hereinafter provided), Potomac Electric Power Company (Pepco) and _____ hereby agree as follows:

The effective date of this Agreement is defined as the point in time at which, according to the terms of this Agreement, the electric service account(s) for the property(ies) designated herein is(are) placed in the landlord's name.

As of the effective date of this Agreement, service to the properties designated herein by the landlord, which is not already provided under a separate agreement with a tenant, shall be placed in the landlord's name. The landlord shall be responsible for all sums due for that service, beginning at the effective date, in accordance with the applicable Tariffs. Charges for any unbilled usage from the point of time at which service was or is discontinued to any tenant shall be paid by the landlord; provided, however, that the landlord shall not be responsible for sums owed by any tenant for the period before the date on which service was or is discontinued to such tenant.

Upon Pepco discontinuing service to any tenant of the landlord at a property covered by this Agreement, except situations involving discontinuing service for nonpayment, service shall be automatically continued in the landlord's name. The landlord shall pay all sums due for such service in accordance with the applicable tariffs. Service shall remain in the landlord's name and the landlord shall pay all sums due for service until a tenant becomes responsible by agreement with Pepco for paying the sums due for such service.

Service that is discontinued for nonpayment will not be continued, nor shall the landlord pay any sums due for such service, until the landlord verifies that the tenant for whom service was discontinued no longer resides at the property for which service was discontinued.

Pepco shall have access to all electric meters. To insure that no difficulty in gaining access to meters will exist, the landlord will commit to making access arrangements as indicated: (if locks are changed we must have a replacement key immediately). The landlord authorizes the use of a key provided for the attached property(ies) to be used for transfer of names and for meter reading purposes.

The term of this Agreement shall be one (1) year from the effective date hereof, and from year to year thereafter. After the initial one (1) year term, either party may terminate this Agreement by giving at least thirty (30) days notice in writing of its desire to terminate the Agreement.

Notwithstanding any other provisions of this Agreement, Pepco may terminate the Agreement on at least five (5) days written notice for cause, including the reasons listed in the applicable Tariffs as a basis for discontinuing service with prior notice or a change in ownership of the properties covered by this Agreement. The landlord shall give Pepco at least thirty (30) days written notice of any change in the ownership of the properties covered by this Agreement.

This Agreement is subject to the then effective Tariffs covering service to the properties covered by the Agreement and Pepco's service obligations and customer's rights and responsibilities generally.

Please fill out the enrollment form below and mail to:

Pepco
Attn: Correspondence Department
701 Ninth Street NW
Washington, DC 20068-0001
Fax Number: 301-967-5245

Automatic Turn-On Information

Landlord's Name		Social Security/Tax ID No.	
Service Location*		Billing Address	
Telephone Number		Account No.	
Number of Units		Email address	

*Please list any additional service addresses and meter numbers that are to be included in this agreement.

Service Address including Unit Number or Meter Number

Signature of Landlord

Date

*additional service addresses and unit numbers or meter numbers

Service Address including Unit Number

or

Meter Number



6801 Industrial Rd
Springfield, VA 22151

AUTOMATIC NAME CHANGE CONTRACT

This agreement, effective this _____ day of _____, is by and between Washington Gas Light Company (WG) and _____ (Manager / Owner of Property).

Whereas, Manager is the owner or manager of an apartment building or single-family dwelling located at _____ (see attached list if more than one); and

Whereas the tenants receive individual gas service from WG in their own names, and

Whereas, Manager would like to continue gas service during those periods when the property is vacant, but not pay service initiation fees, and

Whereas WG will benefit from not having to turn the gas service off and then on again within a short period,

Now therefore the parties agree as follows:

When a tenant at the property notifies WG that the tenant will move out of the property, WG will automatically transfer the service to Manager's name, without imposing a service initiation fee. The date of the transfer will be the date requested by the tenant, and any disputes about the date of transfer will be resolved between the tenant and Manager. Manager will be responsible for paying the bill until WG transfers the service to the name of the new tenant. Automatic service transfers will not occur if the gas service at the property is discontinued for non-payment.

Manager may discontinue service to a particular property only by sending WG a written notice requesting such discontinuation, and scheduling a meter reading date. Manager is responsible for providing access to the meter on the reading date.

This agreement shall be for an initial term of one year, beginning on the date first written above, and shall continue on a month to month basis until terminated. Either party may terminate after the initial term, by providing a written notice of termination to the other party, such termination to be effective on the next regular meter reading date after the notice is received and processed.

WG may terminate for cause if Manager requests termination of service to individual apartments or single-family dwellings more than two times in a twelve-month period.

Notices are to be sent to:

Washington Gas
6801 Industrial Rd.
Springfield, VA 22151
Attn: ANCP Desk

Billing Information:

Billing Name: _____

c/o: _____

Street Address: _____

City, State & Zip: _____

In witness whereof, the parties, intending to be bound, have executed this Agreement.

Manager:

_____/_____/_____
Signature of Officer, Agent, Property Owner Date Title or Representative Capacity

_____/_____
Printed Name of Officer, Agent, Property Owner Business Phone Home Phone w/Area Codes

Washington Gas:

☐ _____/_____/_____
Signature of Washington Gas Representative Date Title or Representative Capacity



DATE: _____

AUTOMATIC CHANGE NAME AGREEMENT

This Agreement is intended to allow uninterrupted gas and/or electric service to the rental properties listed below upon the tenant vacating the premises. Whenever a request is received to discontinue billing in the name of the occupying tenant as of a certain effective date, the undersigned, who is duly authorized to act on behalf of the owner/property manager, hereby authorizes Baltimore Gas and Electric Company to continue utility service to the premises from the effective date forward pursuant to BGE's Service Tariffs and to commence billings for such service in accordance with the following information:

NAME OF RESPONSIBLE PARTY/ENTITY: _____

BILLING ADDRESS OF OWNER: c/o BMG Laurel, LLC.
(Owner/Prop. Mgmt. Co.) 9811 Mallard Drive, Suite 214
Laurel, MD 20708

RENTAL PROPERTIES INCLUDED

(Attach Additional Statement As Required)

In consideration of BGE's waiver of the Service Application Charge, I agree that this Agreement shall apply to the properties listed for at least one year. Whenever an application for service is received from a new tenant occupying the premises, I authorize BGE to discontinue billing in the above name and to commence billing in the new tenant's name, in accordance with BGE's Service Tariffs. By signing below, I acknowledge that I have read and agree to the Automatic Change Name (ACN) Program conditions and limitations.

By:

Name of Owner (Please Print)_____
Signature of Owner_____
Name of Officer, Partner, or Agent (Please Print)_____
Signature and Title_____
S.S.N. or Federal Tax ID

☐ Check here if you have an existing Automatic Change Name Agreement at any other address. If so, provide one address here.

Telephone Number

Accepted:

Email Address_____
Baltimore Gas & Electric Co.

See "Conditions and Limitations" on the reverse side.



BMG Laurel LLC.

Homeowner Turnover Checklist & Guide

At BMG Laurel, we respect your decision to perform your own turnover work in preparation to place your property on the market. However, there are some guidelines that we will need to follow to ensure that your home is not only up to standards with the current code enforcement, but also to make sure your home provides the quality tenant(s) can expect when it comes to choosing a rental property with our company. These are the standards we require when performing any turnover work and/or property preparation for the market. Please complete **ALL** of the below check-list items prior to a tenant(s) move in so we can anticipate your new tenant(s) having a smooth and enjoyable move in experience.

Sanitary Conditions

- ☐ Must be empty/vacant, left Free and clear of all furnishings and debris (any personal property)
- ☐ The entire unit shall be in a clean and sanitary condition using the attached cleaning checklist (professional cleaning recommended)
- ☐ Appliances must be thoroughly cleaned and in working order. Secured with good seals/gaskets
- ☐ Carpets, if installed, shall be clean and free of stains using professional cleaning service
- ☐ Must be free from insects or rodents (treatment plan in place if not or has history)
- ☐ Must have adequate garbage containers with covers that are empty
- ☐ Toilet seats have been replaced

General Items

- ☐ All construction/rehabilitation (painting, carpet replacement, etc.) must be completed
- ☐ The entire unit should be freshly painted for tenants or property touched up, showing no patch or discolored areas on walls, ceilings, trim, or doors.
- ☐ No chipping or peeling paint, cracks, holes, or loose plaster inside or outside the unit.
- ☐ Interior and exterior wood surfaces shall be appropriately painted and kept intact at all times.
- ☐ There must not be any missing, broken, or cracked windows.
- ☐ The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- ☐ If there are stairs and railings, they must be secure.
- ☐ Weeds and grass shall be less than four (4) inches in height

Code Enforcement:

- ☐ House or apartment shall be appropriately numbered or lettered with the proper illumination (lighting)
- ☐ All ground floor windows, and exterior doors shall open and close as designed and must have working locks. Doubled keyed deadbolts are not permitted* (BMG uses Kwikset Locks w/smart key)
- ☐ Each living space must have two means of fire egress (i.e., door & window)
- ☐ Bedrooms shall have at least seventy (70) square feet of floor space and a separate entrance without going through another bedroom.

- ☐ All common hallways, walkways, and parking areas shall be free of cracks and tripping hazards and adequately illuminated.
- ☐ The floor coverings cannot be torn or have holes that can cause someone to trip.
- ☐ All electrical outlets/switches must have cover plates and be in good working condition.
- ☐ The bathroom must have either an outside window or an exhaust fan vented to the outside.
- ☐ Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- ☐ Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
- ☐ All security bars and windows must have a quick-release mechanism.
- ☐ All sliding glass doors must have a lock or security bar on the door that works.
- ☐ There must be steppingstones/pavers or walkway to the unit

Mechanical/Plumbing/Electrical

- ☐ Hot and cold running water is required in the kitchen and bathroom(s)
- ☐ There must be a shower or bathtub that works.
- ☐ There must be a flush toilet that works, is securely mounted, and does not leak.
- ☐ There must not be any plumbing leaks.
- ☐ There must not be any plugged drains (check for slow drains).
- ☐ All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
- ☐ All ground fault circuit interrupters (GFCIs) must work properly. (All outlets within 6' of a water source)
- ☐ Utilities (water, gas, electric, solar) must be turned on and working
- ☐ There must be a permanently installed working heating system.
- ☐ The hot water heater tank must have a temperature-pressure relief valve with a downward discharge pipe made of galvanized steel or copper tubing between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.

Maintenance:

- ☐ Window screens are present with no tears or damage
- ☐ Window blinds are installed, in proper operations with no damage
- ☐ Doors including closets function properly with no loose parts
- ☐ Cabinets and drawers function properly with no loose parts
- ☐ Caulking and Grout is sealed with no holes/cracks in kitchen and bathrooms
- ☐ All filters are replaced in the last 30-days or less (air, water, etc.)
- ☐ Gutters and Drains are secure, empty, and free of all debris
- ☐ All onsite fuel supply has been filled and documents (oil and propane systems)

Pre-1978 Build Requirements (LEAD PAINT COMPLIANCE)

- ☐ No chipping, peeling, flaking, or cracking paint defects both interior and exterior including fences, sheds, and decks/patios.
- ☐ All floors, windows sills, and interior window wells are detergent washed of all dirt/dust

Fire Safety:

- ☐ At least one (1)-10-year sealed lithium-ion smoke detector on each level of the home outside each sleeping area near the stairway, including basements and walk-up attics. (Can be CO2 combo if gas)
- ☐ At least one (1)-10-year sealed lithium-ion smoke detector is installed in each sleeping room in the property (on ceiling in room, or on wall 12" from ceiling near entry door)
- ☐ Gas properties must have at least one (1) CO2 detector on each level of the home including basements, and walk-up attics (wall mounted recommended)
- ☐ At least one (1) fire extinguisher installed near the cooking appliances (sink cabinet or wall)

Remotes and Leased Property:

- ☐ All leased property has been photographed and documented with office (mower, couch, paint, tools)
- ☐ All remotes are present and in working order with new batteries (garage, fobs, ceiling fans, lights)

BMG Preventive Maintenance Recommendations:

- ☐ Air Duct System should be professionally cleaned every 2-5 years (more if pet friendly)
- ☐ HVAC system should be inspected at least one (1) time per year (ask about service plans)
- ☐ Septic systems should be inspected and pumped every 12 months
- ☐ Water Treatment System has clear instructions on chemical/fluid or service plan in place
- ☐ Plumbing system should be snaked and clear of any possible pending blockages
- ☐ Appliance and Equipment Manuals are present and supplied at property
- ☐ Any warranty information has been provided to BMG office

Should any of the items mentioned above not be completed prior to tenant(s) move-in, we will need to correct these issues immediately (within the first 14 days or less) through our maintenance department, selected vendor, or your personally supplied contractor.

BY SIGNING BELOW, YOU AGREE TO COMPLETE ALL THE ITEMS LISTED ABOVE AND/OR AGREE TO COOPERATE WITH MANAGEMENT TO COMPLETE THE ITEMS AS NECESSARY

Signed (Owner)

Date

Signed (Agent)

Date

TUNOVER CLEANING CHECKLIST

Kitchen	Comments	Completed By:
Cabinets Empty & Cleaned Inside		
Drawers Empty & Cleaned Inside		
Exterior of Cabinets & Drawers Cleaned		
Exterior of Cabinets & Drawers Polished		
Counters Cleaned & Disinfected		
Backsplash Areas Cleaned		
Oven Cleaned		
Stovetop Cleaned		
Drip Pans Cleaned or Replaced if present		
Microwave Cleaned if present		
Dishwasher Interior & Exterior Cleaned		
Refrigerator Drawers and Shelves Cleaned		
Refrigerator & Freezer Doorseals Cleaned		
Refrigerator Interior Cleaned		
Freezer Interior Cleaned		
Under Stove & Refrigerator Cleaned		
Top of Refrigerator Cleaned		
Vent Hood Cleaned & Light Checked		
Vent Hood Screen Cleaned		
Lighting Lens Cleaned		
Lighting Fixtures Cleaned		
Sink Cleaned & Disinfected		
Faucet & Handles Cleaned		
Flooring Swept & Cleaned		

Bathrooms

Medicine Cabinet Cleaned
Under Sink Cleaned Out & Scrubbed
Drawers Cleaned Out & Scrubbed
Exhaust Fan Vent Cover Cleaned
Counters Cleaned & Disinfected
Sink Cleaned & Disinfected
Sink Drain Stopped Checked & Cleaned
Faucet & Handles Cleaned & Polished
Toilet Base & Bolt Covers Checked, Cleaned
Toilet Bowl Cleaned & Disinfected
Toilet Tank Cleaned Inside & Outside
Toilet Seat Cleaned & Disinfected -looks new
Mirrors Cleaned
Light Fixture Globes or Lens Cleaned
Light Fixture Base Cleaned
Tub Drain Stopper Checked & Cleaned
Shower Drain Cleaned
Tub Cleaned & Disinfected
Tub Surround Cleaned & Disinfected
Shower Walls Cleaned & Disinfected
Shower Head Cleaned & Build-up Removed
Faucet Cleaned & Build-up Removed
Faucet Handles Cleaned
Faucet & Spout Cleaned & Shined
Floor Swept & Disinfected
Floor Mopped & Cleaned

Living Room		Completed By:
Baseboards Dusted & Cleaned		
Walls Cleaned		
Doors Cleaned		
Ceiling Fan Blades Removed & Cleaned		
Ceiling Fan Light Fixture Cleaned		
Windows & Glass Doors Cleaned		
Door & Window Tracks Cleaned		
Air Vents Cleaned		
Blinds & Window Coverings Cleaned		
Fireplace Cleaned If Present		
Mantle Cleaned If Present		
All Light Fixtures Cleaned		
Floor Vacuumed and/or Cleaned		

Bedrooms - Master		Completed By:
Baseboards Dusted & Cleaned		
Walls Cleaned		
Doors Cleaned		
Ceiling Fan Blades Removed & Cleaned		
Ceiling Fan Light Fixture Cleaned		
Windows Cleaned		
Window Tracks Cleaned		
Air Vents Cleaned		
Floor Vacuumed and/or Cleaned		

Bedrooms - Additional		Completed By:
Baseboards Dusted & Cleaned		
Walls Cleaned		
Doors Cleaned		
Ceiling Fan Blades Removed & Cleaned		
Ceiling Fan Light Fixture Cleaned		

Windows Cleaned		
Window Tracks Cleaned		
Air Vents Cleaned		
Floor Vacuumed and/or Cleaned		

Storage & Closets

Completed By:

Closet Rods Dusted & Cleaned		
Closet Shelves Cleaned		
Closet Walls Cleaned		
Closet Floors Vacuumed & Cleaned		
Storage Room Cleaned Thoroughly		

Laundry

Completed By:

Dryer Vent Cleaned Thoroughly				
Washer Tub Cleaned if Provided				
Washer & Dryer Exterior Cleaned				
Lint Trap in Dryer Cleaned if Provided				
Light Fixtures & Lens Cleaned				
Shelves Dusted & Cleaned				
Walls Wiped Down & Cleaned				

Patio or Balcony

Completed By:

Floor Swept & Cleaned				
Walls & Corners Swept, Cleaned				
Railings Cleaned				
Light Fixtures Cleaned (remove bugs)				

Additional Comments: