

WAYPOINT

RESIDENTIAL MANAGEMENT

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MAINTENANCE BASICS TENANT PROPERTY ORIENTATION

Welcome to your new home! Waypoint Residential Management is dedicated to making your tenancy a positive experience and in that effort, we want to clarify the following about the care and maintenance of your leased property. Please review the following pages and sign and return the signature page to us after your move-in walk through or sent it in with your property inspection form. Some areas of this document may not apply to your property.

MAIN WATER SHUTOFF VALVE

In the event of a leak, or worse, a serious flood, it is important to know how to shut off the water supply to the residence. If you are unfamiliar with how to do so, please ask your landlord. Your landlord should help you locate the shutoff valve so you will know where it is in the event of an emergency.

CIRCUIT BREAKERS, FUSES & GFCI (Ground Fault Circuit Interrupters)

It is important that you know where the breaker or fuse panel is located within the home. Your landlord should help you locate the panel. When replacing blown fuses, make sure that you replace them with a fuse with the same voltage and amperage rating. If power appears to be lost to a light, an appliance, one or more outlets, or any electrical device, verify that none of the circuit breakers are tripped or that no fuses blown. A tripped circuit breaker may not be immediately noticeable. You may have to cycle all of the breaker handles "off" and then back "on" to find the offending breaker. A blown fuse should be identifiable by a black "burned" mark on the inside of the glass.

GFI's (Ground Fault Interrupters) can be found in kitchens, laundry rooms, bathrooms, garages, and outside. They replace standard electrical outlets in these locations. They are to protect people from electric shocks, particularly near and around water. Often they will "trip" off for no apparent reason, or a curious child (or adult) may press the "test" button, and cause that single outlet, or possibly many outlets, lights, appliances, and other devices to lose power. In such a case, all that is required to "reset" the GFCI is to press the "reset" button located on the front. Sometimes, the offending or "tripped" GFI will be located in another room or area of the home from where the loss of power was first noticed. It is important to know where the GFI's are located so that if a power loss occurs, they can all be checked and reset if necessary to restore power.

STRUCTURAL SURFACE CARE

WALLS/CEILINGs - Please exercise caution when moving furniture in or out. Damage to doors, drywall and trim moldings will be considered and may reduce the amount of your deposit refund.

Hanging pictures and décor is certainly encouraged. However, excessive holes from nails or other fastening devices may reduce the amount of your deposit refund.

Hanging large or heavy objects is permissible as long as the proper method is used. Plastic wall anchors are preferred over "molly bolt" style anchors. Consult us before hanging objects requiring more than a few mounting holes or that require drilling holes larger than 3/8" in the drywall.

Please do not hang unframed artwork with anything other than 3M's "Scotch" brand removable mounting squares. No push pins, tape, or glue is permitted. These may cause permanent damage to the paint or the drywall, reducing the amount of your deposit refund.

Day-to-Day Cleaning: We recommend "409" brand cleaner and a damp cloth.

Tough Stains/Marks: Use "Bon Ami" brand cleanser on a wet sponge.

GLASS/WINDOWS

Day-to-day cleaning: We recommend a foaming glass cleaner such as "Sprayaway" (or other foam cleaner available at Costco). Window tracks can usually be vacuumed clean with a small wand.

APPLIANCE CARE

Keeping up on the cleaning of your appliances will save you a lot of time (and possibly money) on your move out clean. ***If instructions are not provided in your unit, you can always look up the make and model online to find the manufacturer's care instructions.*** Keeping up on the cleaning of your appliances will save you a lot of time (and possibly money) on your move out clean.

CLEANING STAINLESS STEEL SURFACES - Stainless steel appliances are appealing and give a clean, sleek appearance however, they do require special care.

To quickly clean fingerprints and smudges from stainless steel, spray with window cleaner (such as Windex™, or a mixture of 4 parts water and 1 part household ammonia) and wipe with a paper towel.

For best results, we recommended that you use an approved stainless steel cleaning agent to clean and polish stainless steel surfaces. They can be found in the grocery store cleaning aisle. WEISMANS Stainless Steel Cleaning Polish is the most recommended by Consumer Reports and can be found at Walgreens or Bed Bath and Beyond.

NEVER use abrasive cleansers, abrasive sponges or steel wool (such as Brillo®) on your stainless steel as it will scratch the finish.

NEVER use silver cleaners or polish on your stainless steel as they may leave a stain.

REFRIGERATOR/FREEZER: It is important to keep a box of baking soda in both the refrigerator and freezer sections and change them every 6 months.

Interior Cleaning: We recommend "Scrubbing Bubbles" brand cleaner.

Exterior Cleaning: We recommend a mild solution of dish soap and warm water. For tough stains, use "Bon Ami" brand cleanser on a wet sponge.

MICROWAVE - * * * IMPORTANT * * *: Do not put objects containing metal or plasticware, cookware or dishes not approved for microwave use in the microwave.

To clean inside and out, we recommend regular cleaning, especially of spills and smudges and use of a mild solution of dish soap and warm water.

RANGE/COOKTOP - Wiping your cooktop down each time it's used will do wonders for keeping it looking shiny and new. While you may still need an occasional thorough cleaning, grease and dirt won't stand a chance with a frequent wipe down.

Please use the ventilation fan over the range whenever you are cooking. This will help reduce food odors and prevent a greasy residue from forming on the walls and ceilings. For general cleaning we recommend a mild solution of dish soap and warm water. For tough stains, use "Bon Ami" brand cleanser on a wet sponge.

SMOOTH SURFACE COOKTOPS - The great thing about a smooth cooktop, is that there are no nooks and crannies for food and spills to accumulate in. While smooth tops may appear to be easy to clean, special care must be taken to avoid scratching or discoloring the ceramic surface.

It's also important to wipe up spills right away. Wait until the top cools to wipe up spills (never use a wet sponge or cloth on a hot panel) and sprinkle a **nonabrasive cleanser** (abrasive cleaning products will scratch the surface, discoloring it and making it difficult to keep clean) or baking soda over the surface and rub with a synthetic scouring pad or sponge. Rinse well with clear water, and buff with a soft cloth for a clean finish.

Occasionally you may want a more thorough cleaning. Use a specially formulated smooth cooktop cleaner for best results.

Be sure to use a spoon rest and be careful about placing foil, lids, or dirty pots on the surface. Also, **DO NOT USE ABRASIVE CLEANING PRODUCTS!** They will scratch the surface, discoloring it and making it difficult to keep clean.

OVENS -Keeping up on the cleaning of your oven will save you a lot of headache on your move out clean. Before you can clean your oven, it's important to know what type you have to prevent damage and you can always follow manufacturer's instructions for maintaining your oven. If instructions are not provided in your unit, you can always look up the make and model online to find the manufacturer's care instructions

Your oven is: a self-cleaning model a textured model a regular non-self-cleaning

For Self-Cleaning Ovens: Run the self-cleaning cycle for your oven as often as you need to. It reduces almost any spill to a powdery gray pile of ash that can easily be wiped away at the end of the oven's cleaning cycle using a damp cloth. Make sure you have a window open during the process, to help keep smoke from sticking to walls and your ceiling. You may need to wash down the oven door and frame with a gentle cleaner to remove soil residue. Don't scrub the rubbery gasket that seals the oven door. Just rinse it with dish soap and then water. Don't use abrasives, or

oven cleaners on the interior of the oven. **Note:** You may also want to remove plastic knobs for the duration of the cycle to avoid warped or melted plastic knobs once their oven is finished cleaning itself.

For Textured Ovens: Textured ovens are sometimes called continuous cleaning ovens. They have a special surface that has a rough porcelain layer that is supposed to burn off food gradually as you continue to use your oven. To clean this type of oven, you should only need to wipe down the inside with a damp cloth when your oven is cool. Never use abrasive cleaners, scouring pads, or oven cleaners.

For Regular Non-Self-Cleaning Ovens: Each time the oven is cooled off, wipe up any spills with a hot, wet cloth. If you do this each time, food will not build up or burn onto the oven surfaces. Some people prefer to cover the bottom of the oven with aluminum foil, but you'll need to make sure that no vents are blocked if you choose this prevention trick. For really stubborn stains or buildup, you'll need an oven cleaner and a plastic scrubbing pad or brush. Make sure you use good ventilation when using an oven cleaner.

DISHWASHER_ Please scrape soiled dishes clear of loose food before loading in dishwasher. We recommend "Cascade" brand detergent. Use "Jet Dry" spot reducing agent to reduce water mineral marks on dishes. **PLEASE NOTE:** Not all items are dishwasher safe. Crystal, china, and silver utensils should not be washed in the dishwasher. Plasticware may melt during the dry cycle.

Exterior Cleaning: We recommend a mild solution of dish soap and warm water.

GARBAGE DISPOSAL - * * * IMPORTANT * * *: Do not allow children to operate the disposal or stand nearby while garbage disposal is operating. Be careful not to allow metal tableware or utensils to fall into drain. Do not place hands in the drain. Do not use hands or tools to feed items into the disposal. Do not insert anything other than food items into the disposal. The disposal will grind most food items, however hard, tough, or fibrous (stringy) foods should be avoided. Never attempt to grind bones, seeds, pits, banana peels, or corn husks. Always run water in the disposal side of the sink whenever it is in use.

Jams: Occasionally, an object will lodge in the impeller and prevent the disposal from turning. Turn the switch off, and use the supplied "hex" wrench to turn the motor shaft (on the bottom of the disposer unit) to dislodge the object. Once the shaft turns freely, you can resume use.

Resets: Sometimes a jam or extended use will cause a circuit breaker, GFCI, or the disposal unit's own internal overload protection to trip off. In such cases, it will be necessary to reset the offending device. The disposal unit's circuit breaker is typically a button located on the bottom of the unit.

WASHER - Use pre-treaters, detergents, bleaches, and fabric softeners per the manufacturer's instructions. If you use a powdered detergent, it may be necessary to periodically clean the detergent hopper to remove crystallized residues.

DRYER - Clean the dryer's lint trap between each load. Be sure the dryer's vent is always clear of obstructions and that the hoses are not kinked or pinched off. Failure to do so will slow the drying process and may result in fire.

KITCHEN & BATH SURFACE CARE

Different counter types require specific care to keep them in good condition and to avoid damage. The information below specifies the care instructions for each type of surface.

General rules of thumb for all surface types:

- Never cut anything directly on any countertop surface. Always use a cutting board!
- Never place anything hot directly on a counter surface.
- Maintain the surfaces regularly with products meant for that type of surface.
- Please do not try to repair major damage yourself – contact us or a professional if major damage occurs.

LAMINATE COUNTERTOPS

Day-to-Day Cleaning: We recommend a mild solution of dish soap and warm water.

DO NOT put hot pans on laminate surfaces.

Tough Stains: Use “Bon Ami” brand cleanser on a wet sponge.

SOLID SURFACE (“CORIAN”) COUNTERTOPS - Corian is non porous and resistant to scratching and staining however, proper cleaning is necessary to preserve the quality and life of the counter, including using the proper cleaning materials to help avoid film buildup and to keep the Corian in good condition.

Day-to-Day Cleaning: We recommend a mild solution of dish soap and warm water. Use a nonabrasive cloth towel or sponge to wipe the countertop with the soapy water. Rinse thoroughly with warm water. Use a dry cloth towel to wipe up any excess moisture. The Corian countertop must be wiped completely dry to avoid forming a film. To disinfect you can use a bleach solution to disinfect. Combine one part water to one part bleach in a spray bottle.

DO NOT put hot pans on Corian counters. When excessive heat (300°) and pressure (weight) are applied to the surface you may get a 'blush' mark.

DO NOT cut directly on Corian counters. Although minor scratches may be repairable, regular cutting on your countertop will necessitate more maintenance. Please use a cutting board.

Tough Stains: Remove tough stains with an ammonia-based cleaner. Ammonia cleaners will also prevent streaks and residue buildup. Spray an ammonia-based cleaner on the countertop. Use a dry cloth towel to work the cleaner into the Corian countertop. Rinse the countertop thoroughly with warm water. Use a dry cloth towel to soak up any excess moisture until the counter is completely dry. Do not use window cleaner to clean the countertop. Window cleaner will cause the countertop's finish to break down.

Remove hard water stains with a limescale remover, such as CLR or Lime-A-Way, to remove stains created by calcium and hard water buildup. Apply the cleaner according to the manufacturer's

instructions. Rinse with warm water. Use a dry cloth towel to wipe away any excess moisture until the countertop is completely dry.

Minor scratches: Remove minor scratches and film buildup. Apply a mildly abrasive bleach-based cleaner, such as Soft Scrub, to a damp nonabrasive sponge. Use small back and forth motions to gently rub the Soft Scrub into the countertop. Repeat the process making the motions in the opposite direction. Rinse thoroughly with warm water until the cleaner residue is washed away. Use a dry cloth towel to wipe away any excess moisture until the Corian countertop is completely dry.

GRANITE COUNTERTOPS - Granite counters are heat and scratch resistant but they are not impervious to damage so please keep in mind the care instructions below.

Day-to-Day Cleaning: Blot up spills immediately using a sponge or soft cloth. Dish soap won't permanently damage granite, but repeated use of soap will cause build-up (yes, even if you rinse) and dull the shine. So, using dish soap for regular granite counter top care is not recommended. Using a specifically formulated granite cleaner is recommended to keep your tops in the best condition and protect the sealer, but hot water will do for quick clean-ups.

Other things to note about granite are as follows:

- Acidic substances like wine, coffee, fruit juices, tomato sauce and sodas could potentially stain the surface. Cooking oils may also leave a stain if not wiped up.
- Use trivets and hot pads under pots & pans. Contrary to popular belief, it is possible (albeit rare) for granite (or any stone or quartz) to suffer "thermal shock" and crack. Also, once you remove the hot pan from the countertop the surface will be very hot and may burn.
- Be aware that grit that gets trapped between heavy items and the countertop surface may scratch or pit the counter in high-use areas.
- Use cutting boards to avoid the possibility of scratching the surface and to protect your knives.
- **DO NOT** use generic cleaning products such as bleach, glass cleaners, de-greasers or other common household cleaners. These products that you buy at your local store contain acids, alkalis and other chemicals that will degrade the granite sealer leaving the stone more vulnerable to staining.
- **DO NOT** use vinegar, ammonia, lemon or orange as cleaners. Again, most common and name-brand household products are not good for cleaning granite countertops.
- **DO NOT** use bathroom, tub & tile or grout cleaners. The powders and even the "soft" creams contain abrasives that will scratch and dull surfaces.
- **DO NOT** sit or stand on your countertops. Unlike laminate countertops, granite, marble and quartz countertops are very hard, but not flexible and they **DO NOT** have a plywood backing so too much weight in one spot could cause a crack.
- **DO NOT** store toiletry products directly on your countertop surface. Hair products, perfumes, colognes, nail products, creams, lotions and potions have a tendency to spill or leak and go overlooked. Even when sealed, a substance that remains on the surface for an extended period may stain granite (and etch marble and other stones).

- Stains in the granite or in the grout lines is an indication that the surface sealer is failing. Please notify us immediately.

TILE - Ceramic tile surfaces can crack or chip, so it's important to take precautionary measures when using the surface.

Day-to-Day Cleaning: When cleaning ceramic tile, you should avoid any cleaners designed for abrasive applications or scouring purposes because they can damage the tile finish. A solution of mild liquid soap and water applied with a sponge is ideal and it's important to rinse the counter well after washing. You can also wipe the counters with a damp cloth after each use. Household cleaners specialized for cleaning ceramic tile are also acceptable.

Grout Cleaning: The grout lines between the ceramic tiles can become soiled and stained so it's important to tackle any spills quickly. You can make a solution of one part water and one part white vinegar and scrub the grout clean with a nylon scrubbing brush. Always rinse the grout well after cleaning. You can also use full-strength hydrogen peroxide as an alternative to the vinegar and water solution or 2 tbsp. of bleach mixed in 1 quart of water.

DO NOT put hot pans on tile counters.

DO NOT cut directly on tile counters. Cutting directly on the tile surface can result in score marks or other damage to the tiles -- always use a cutting board when working with a knife or other sharp instrument.

Tough Stains: Use "Bon Ami" brand cleanser on a wet sponge. "409" brand cleaner can be used for removing stains from grout. If you choose to work with bleach to clean the grout, never leave it on the surface for more than five minutes and work with diluted quantities. Always work in a well-ventilated area. If the grout is too soiled to clean, you can apply grout stain to make it appear more uniform. Liquid appliance wax can be applied to the tiles and grout to protect it from spills and stains.

Stains in the grout lines may be an indication that the surface sealer is failing. Please notify us immediately.

FIBERGLASS, CHROME AND PORCELAIN

Day-to-Day Cleaning: We recommend "Scrubbing Bubbles" brand cleaner and a sponge.

Tough Stains: Use "Bon Ami" brand cleanser on a wet sponge.

TUBS – Because of Boise's notorious hard water, maintaining the cleanliness of your tub will save hours of deep cleaning upon move out. The best way to stay on top of regular build up is to regularly clean the tub surface.

Day-to-Day Cleaning: We recommend "Scrubbing Bubbles" brand cleaner and a sponge. Towel-dry all surfaces after each use. A "daily" tub and shower spray will reduce water stains and mildew.

SHOWERS - Because of Boise's notorious hard water, maintaining the cleanliness of your shower will save hours of deep cleaning upon move out, especially for glass surfaces that plainly show hard water stains which are difficult to remove if not cared for regularly. The best way to stay on top of hard water stains and build up is to regularly clean the tub surface and **for glass, we highly recommend the use of a squeegee every time the shower is used.** This will save hours of deep cleaning over time and will keep the glass clean and streak free.

Day-to-Day Cleaning: We recommend "Scrubbing Bubbles" brand cleaner and a sponge. It is best to towel dry all surfaces after each use. A "daily" shower spray, especially on glass doors, will reduce water stains and mildew.

FLOOR SURFACE CARE

CARPET

Day-to-Day Cleaning: Vacuum regularly.

Stains: Immediately blot the area carefully with a dry, absorbent towel to remove as much of the liquid as possible. Then, follow-up with a foaming spot remover as directed.

Tears or Seam issues: It's important to notify us if you notice any tears or areas where a carpet seam is loose or unraveling. You will also need to be mindful of such areas when vacuuming.

VINYL FLOORING

Day-to-Day Cleaning: Vacuum regularly with the hard-surface tool. We recommend a mild solution of dish soap and warm water and a sponge mop.

Tough Stains/Scuff Marks: Use "Bon Ami" brand cleanser on a wet sponge.

HARDWOOD FLOORING -The hardwood floors in your home are beautiful and will enhance your living experience. However, they require some specialized care to remain beautiful and to keep from showing wear and tear. Please take note of the following tips to avoid damage and need of repair:

1. **Use floor mats and area rugs.** Tiny particles, like dirt, can act like sandpaper and scratch the wood. By placing a floor mat at each entryway the majority of dirt and grime will remain on the mat. Use carpet runners and area rugs in high traffic areas (use those made especially for hardwood floors) and be sure to shake them out regularly.
2. **Sweep** wood floors often with a soft, fine bristle broom.
3. **Vacuum** once or twice a week to remove dirt and sand. Use a soft brush attachment to minimize scratching. **Vacuum area rugs and runners** often so dirt doesn't filter down through the weave and scratch the wood underneath.
4. **Get rid of water right away!** Since water is one of a wood floors worst enemies, remove wet spills ASAP with soft towels or a wet/dry vacuum, then dry thoroughly. Use a floor mat or rug in any area where water could be splashed — like near the kitchen sink to hinder any possible water damage.

5. Use a very **dry damp mop** when mopping since excess water can seep into seams and ruin a wood floor.
6. **Remove your shoes.** As much as possible, especially do not wear heavy shoes or high heels on hardwood floors, as some heels can cause dents.
7. **Never drag furniture** or other objects across a wood floor. Instead, clean the floor thoroughly to remove dust and grit, then use "gliding" furniture pads underneath the piece to aid sliding it across the floor.
8. **Use furniture pads** to place under table and chair legs and on the feet of dressers and armoires. They can be purchased at a local hardware store or home center.
9. **Use neutral cleaners especially made for hardwood floors.** You can always damp mop with white vinegar and water (1 cup vinegar to 1 gallon water) or use Glitza Clean, Bona Clean or any other NUETRAL Swedish approved floor cleaning product. Swedish approved products can be purchased at [Intermountain Wood Products](#), 300 S Adkins Way in Meridian; [Ottley Floor Company](#), 280 E Corporate Dr in Meridian; [Don Aslett's Cleaning Center](#), SE Corner of Maple Grove and Overland Rd in Boise or [Waxie Sanitary Supply](#), 2240 S Cole Rd #110, Boise.

NEVER use Murphy's Oil Soap, Pledge, Mop & Glo or any other products containing wax or oils. The rule of thumb is: If you can buy it at the grocery store, Fred Meyer, Walmart, Winco etc, it is not an acceptable cleaner.
10. **Don't try to repair damage without getting professional advice.** Please call us for help and we will refer you to a professional that can advise you.

LAMINATE ("PERGO") FLOORING

Day-to-Day Cleaning: Vacuum regularly with the hard-surface tool. For dirt the vacuum won't remove, use warm water and a sponge mop only (NO SOAP!).

Tough Stains/Scuff Marks: Use only laminate specific floor cleaner. This is available from local flooring dealers.

MECHANICALS

FIREPLACE/STOVE: If the home features a pellet stove, please ask for instruction on how to properly operate the stove before using it.

If the home features a wood-burning stove or fireplace:

- Please burn logs only. No trash or treated lumber is permitted.
- Make sure the flue damper is open prior to burning and do not close the damper until the fire is completely out (preferably 24 hours).
- Burn only with the screen closed to prevent potential fire hazards or damage to floors or furnishings.

- Remove ashes regularly. Exercise extreme caution when removing ashes. Wait at least 24 hours after burning to remove ashes. Use a fireplace scoop and carefully place ashes in a trash bag. Seal trash bag tightly before taking the ashes outside.

If the home features a gas fireplace:

- Gas valves must be open before lighting pilot. Some stoves may have an electronic pilot. Make sure all access panels are in place before trying to use the fireplace.
- There are two wall switches. One switch turns on the fireplace, the other switch turns on the fan.
- Some fans may not operate until the fireplace reaches a preset temperature. The fan will shut itself off once the fireplace cools down.
- Keep children, flammables and photographs away from the fireplace. Do not touch glass during operation.

HVAC - You may notice the fan in the laundry room running regularly. This fan operates on a timer as required by code to remove potentially harmful gases, etc. Do not disable this fan.

FURNACE/THERMOSTAT - As applicable, it is required in your lease that you change the furnace filters a minimum of every 90 days. A 30 to 60 day interval is ideal for maximum efficiency and effectiveness. You will save yourself a great deal of money in heating and cooling expense if the filters are changed on a regular basis. Please make note of your filter size and keep extra filters on hand for changes not less than every 3 months.

If you have a different type of filter, our maintenance supervisor will be able to explain that to you and show you how to clean it. Either way, it is your responsibility to do so and you may be charged for a service call if we determine that it was as a result of the filters not being changed or cleaned as required. **We will email you quarterly reminders of this for your convenience.**

Temperature Settings: It is your responsibility to adjust your thermostat as desired and most units are fairly easy to figure out. If you are unfamiliar with how to operate the thermostat located in the home, please notify us.

Temperature settings are important for optimum comfort and efficiency of your system. Otherwise, you can put unnecessary strain on the HVAC systems which can cause malfunctions, not to mention huge utility usages.

In winter utility companies recommend the best setting at 68 degrees Fahrenheit during the daytime when the family is at home and 65 degrees at night while sleeping.

In summer, please do not adjust your thermostat temperature below 68 degrees (70 is ideal). Setting a thermostat below that can freeze the pipes and cause the system to stop providing cold air.

TELEPHONE/INTERNET/TELEVISION JACKS - Should you need an additional telephone, internet or television jack installed, please notify us. If you wish to add cable TV or satellite TV and the wiring installation is not already pre-existing, please notify us. The "FREE" installations offered by the cable and satellite providers often involves drilling holes in floors and walls when it is not required. **THIS IS NOT ACCEPTABLE** without express permission from the property owner and will reduce the amount of your

deposit refund if such installations are performed without approval. All wiring must be done inside the walls and terminated at a wall jack matching the rest of the home's décor.

LIGHT BULBS - Light bulbs are the tenant's responsibility. You may exchange standard incandescent bulbs for low-energy compact fluorescent style bulbs. Whenever you are replacing light bulbs, replace them only with bulbs designed for the fixture and do not exceed maximum wattage ratings as noted on the fixture. If a light fixture is not providing adequate light with the recommended bulbs installed, please notify us. An appropriate, functional light bulb must be installed in each socket when the tenant vacates.

SMOKE DETECTORS - The smoke detector batteries were changed just prior to you moving in. They should be changed for fresh batteries every 6 months. If a smoke detector begins to beep every minute or so, it is an indication that the battery is dead or nearly dead. Exchange it for a fresh battery immediately.

FOUNDATION VENTS - Due to the low water table and excessive moisture often found under homes in this area, foundation vents should remain wide open year-round to discourage mold.

RAIN GUTTERS/DOWNSPOUTS - It is the tenant's responsibility to keep rain gutters and downspouts clear of leaves, dirt, and other debris than can hinder proper drainage. Make sure than downspouts are ejecting water AWAY from the home's foundation. Failure to maintain these items can cause significant structural damage to the home. Such damage will be considered negligence and will reduce the amount of your deposit refund.

GARAGE DOOR -Most garage door openers are installed with sensors across the opening. If these sensors become misaligned, the garage door opener may stop working.

In the event that the garage door opener jams or electrical power is lost, the garage door can be disengaged from the drive mechanism by pulling down on the cord hanging from the drive bracket. Once the problem is solved or power restored, simply operate the drive mechanism and the bracket should automatically re-engage.

EXTERIOR MAINTENANCE

SPRINKLER SYSTEM - If the property is serviced by pressurized irrigation, the sprinkler system will not work until the irrigation supply to the neighborhood has been turned on in the spring. It will be shut off for the winter in mid- to late-fall.

The sprinkler timer must be plugged in to function. Most sprinkler timers have a battery backup so that the irrigation programming will resume after a loss of power. Most sprinkler timers are fully programmable by day of the week and time of day. If you have never used a sprinkler system, consult the timer's instruction booklet or notify us.

Watering in the early morning (about 5:00 or 6:00 AM) is generally recommended. Longer, less frequent watering cycles will conserve water over shorter, more frequent cycles by watering deeper into the soil and improving the lawn's root structure.

Do not run over sprinkler heads with vehicles or lawn mowers/tractors. Broken sprinkler heads are the tenant's responsibility and may result in a reduction of the deposit refund.

Pressurized irrigation fees are the owner's responsibility. Fall blowouts are the owner's responsibility. Annual backflow device inspections are the owner's responsibility.

LAWN/PLANT BED MAINTENANCE - Lawn and plant bed maintenance are the tenant's responsibility. Lawns should be mowed at least once a week during the peak growing season (May through Sept). Plant beds should be kept tidy, free of weeds and overgrowth. Vegetation should be watered often enough to remain green and healthy. Trees should be fed regularly. Dense vegetation and/or extensive landscaping is not a requirement.

WEEDS/INSECTS/RODENTS - Weeds and minor insect or rodent infestations (ants, spiders, mice, etc.) are the tenant's responsibility and should be dealt with as soon as they are recognized. Larger-scale problems or recurrent issues should be reported to us for further investigation.

SIDEWALKS/PATHS - Tenant is required by city ordinance to keep sidewalks and paths on and about the property free of snow and ice in the winter and clear of overgrowth in the warmer months.

END

PLEASE SIGN AND RETURN PAGE 13, *Acknowledgement* verifying that you understand the maintenance basics of your leased property. If you have any questions or concerns about the proper care or operation of anything please contact us at 888-506-1420, extension 3.

MAINTENANCE BASICS ACKNOWLEDGEMENT

Tenant Name(s): _____

Property Address: _____

I/We have reviewed the Maintenance Basics with a representative of WayPoint Residential Management and understand our responsibilities for the proper care and maintenance of the leased property.

Signed:

_____/_____
Tenant(s)

Date

Agent

Date