



DUERKSEN & ASSOCIATES, INC.

Steve Duerksen, *Principal Broker*

Dawn Duerksen, *Property Manager*

913 NW Grant Ave. Corvallis, OR. 97330

PHONE (541) 753-3620 · FAX (541) 753-7639

info@duerksenrentals.com · www.duerksenrentals.com

Dear :

Congratulations on your new home at 716 NW Kings! Your application has been approved.

Please be patient with us, we are in the process of creating your tenant portal and contract. We will notify you via email as soon as they are ready within 1 business day.

Don't forget to follow us on [Facebook](#) and [Instagram](#) for regular updates and exciting news!

Thank you,

Kate Woods

Front Desk Manager

Duerksen & Associates, Inc.

541-753-3620 x 212

frontdesk@duerksenrentals.com

To ensure the safety of our staff, tenants, and future tenants, our office is currently closed to the public. We are working hard to serve the community during these uncertain times. We are available to you via email or phone and look forward to helping you!

WELCOME

Welcome to Duerksen & Associates, Inc., it is a pleasure to have you as our tenant!  "Like" us on Facebook to stay connected with updates, events, and notifications: www.facebook.com/duerksenrentals

In this packet you will find information pertaining to the rights and responsibilities of our company and yourself as the tenant. We believe that if you are familiar with some of our obligations and policies, most misunderstandings will be avoided and, consequently, a better relationship will be established between us.

We will periodically do drive-by inspections of your property. If you are responsible for the care and maintenance of the lawn and shrubs, the spring and summer months require the most attention. We expect the lawn to be mowed regularly and the home to be in the best shape at all times. If you do not have a lawn mower, they can be rented at various rental agencies at a reasonable rate.

Please call us immediately if you have a problem of any kind with the property. We take pride in keeping our rentals clean and in good shape. You will be helping us as well as yourself by getting any discrepancies fixed as soon as possible.

You can now pay your deposit and rent online (no fee with an e-check) and information to set up that account is included on page three. Due to our limited insurance coverage, **we cannot accept cash**. Your check or money order for rent can be mailed to our office or delivered through our drop slot. **We will only accept one physical check per rental unit.**

There are a few things you will need to do before you pick up your keys to move in.

- Pay any deposits and pro-rated rent still owing in full. You can do this through your online portal.
- Provide the Front Office with a copy of your proof of Renters Insurance in the form of a declarations page showing the following: **Policy Number, Name of Insured, Expiration Date, Liability Coverage Amount and Property Address**. We need proof of insurance for each person named on the rental agreement. You can purchase a Roost policy or upload your deceleration page through your online portal.
- Change over any utilities that need to be in the tenant's name prior to the move in date. (*Reminder: date contract begins may not be the same as the day you pick up the keys.*) **If the utilities are not changed into the tenant's name within 24 hours and we receive a bill that we must collect the amount owing from the tenant, we will also collect a \$50 Non-Compliance Fee.**

There are a few things you will need to do after move-in

- Contact the locksmith and make an appointment to get your locks changed. You are required to use our locksmith, Kevin – Lock Pro 541-752-5625
- **Fill out and return the Inventory and Conditions sheet and return within 15 days.**
- Report any maintenance requests or cleanliness problems as soon as possible.

Property Management is our business and we firmly believe that the best way to be successful is to give our owners and their tenant's fair, businesslike and courteous service. If you have suggestions on how we may improve our service, please feel free to tell us.

We have an experienced office staff that is happy to help you at anytime. Please feel free to contact our office if you have a question or need a work request. We hope you are happy and enjoy your new home!

LOCK CHANGE POLICY

Please be advised that Duerksen & Associates takes great pride in offering you the best and most secure rental properties available.

Upon assuming responsibility and taking occupancy of your new rental you need to be advised of our lock change policy.

You checked out a key to view our rental. Others have done the same. This is standard policy for our company, and most if not all our competitors.

All of our keys are checked out in this manner. All our contractors also use our keys. They are all licensed, bonded and insured. When the previous tenant vacated your new rental, we demanded the return of all keys.

What this means to you is that Duerksen & Associates Inc. does everything possible to secure 100% of all keys checked out.

In our 30-year history we have never had a claim regarding any of the several thousand turnovers we have executed where a random key was used inappropriately.

That being said, it is up to you to secure a lock change if you so desire. You do need to use the locksmith of our choosing.

Please call Lock Pro Corvallis at 541-752-5625 to schedule an appointment.

Lock Pro Corvallis

Safeguard Your Valuables

Change your locks when you move in!

We also take a key to your Property Management Group for you!

541-752-5625

541-758-1465

MAILBOX KEYS: We understand you need access to mail at your home, and if the office has a key to the mailbox, we will give it to you. The key may or may not work depending on who owns the locking mailbox. If the key the office gave you does not work, you must do the following:

- **Locking Mailbox is on the building.** You will need to contact Lock Pro and they will rekey your mailbox and give you a key to access your mail.
- **Locking Mailbox is on the street.** This typically means the United States Post Office owns the mailbox. You will need to take a copy of your rental agreement to the Post Office and they will rekey your mailbox and issue you a key. The Post Office does charge \$45 to rekey and issue you a key and you will be responsible to cover this cost because the box is owned by the Post Office. You are welcome to contact the Corvallis Post Office if you need additional information at 541-752-4358.

If you have any questions or need additional information, please call the office.

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*updated 10/2020

ACTIVATE YOUR ONLINE PORTAL!

From your online portal you can receive a copy of your rental agreement & important documents/notifications, **submit maintenance requests**, receive reminders that rent is coming due, update your renter's insurance, and **pay your rent online** directly from your bank account! You can even use the payment system to view your current/upcoming charges and your payment history.

Best of all, this service is **FREE** - it comes at no additional cost to you! You can also download the Online Portal by AppFolio App from your Google Play or Apple Store for **FREE** and have 24-hour access to your portal from anywhere.

Consider the following benefits of paying your rent online:

Security - Online payments are more secure than mailing a check. You will receive an email notification when your payment is made that you can keep for your records.

Speed - Online payments post to your account immediately! Faster than if you mail a check or use an online bill payment service through your bank. It's even faster than dropping a check off at our office!

Convenience - View your charges and make payments online anytime, from anywhere. No more paper check, envelopes, stamps or unnecessary "out of your way" trips to our office to drop off a check. You can even set up a recurring payment, so your rent is paid automatically - no more worrying about forgetting to pay your rent on time or dealing with late fees!



There are a few things you will need to do before you can make use of this service:

- 1) You will be receiving an activation email from us shortly after you have been approved and receive your rental agreement to sign. Click to set up your account on **www.duerksenrentals.com**
- 2) From the "Home" page you can see your payment options, rental insurance, and maintenance requests.
- 3) To change payment options or see your payment history, click on the "**Payments**" tab
- 4) To purchase, add or update your Renter's Insurance, click the "**Insurance**" tab
- 5) For Maintenance Requests or to submit your 30-Day Notice to Vacate, click the "**Contact Us**" tab
- 6) Update your contact information or delete a saved payment card, click the "**Account Profile**" tab

A couple of tips:

- 1) You will be given a few options of how to pay your rent: E-Check or Debit/Credit Card. **If you pay with a Debit/Credit Card**, there will be an extra bank charge implemented by your bank of at least \$17 to use this feature. **Paying with an E-Check is still free!!**
- 2) When your tenancy with us ends, make sure that you have disabled any auto payments that you've set up, so you aren't charged rent!
- 3) The balance shown is the total for the entire unit and not divided between roommates in the system.

Please feel free to contact our office if you have any questions or need additional information. Thank you for being a valued tenant!

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*updated 10/2020

Utility Information & Other Important Numbers

Please change utilities into your name within 24 hours of the date the contract begins.

If this is not done, utilities could be shut off. Reminder: date contract begins may not be the same as day you pick up keys. If the utilities are not changed into the tenant's name within 24 hours and we receive a bill that we have to collect the amount owing from the tenant, we will also collect a \$50 Non-Compliance Fee.

Listed below are utility numbers that may be of help to you:

Lock Change:

Lock Pro (Kevin) _____ 541-752-5625

Water & Sewer:

City of Corvallis _____ 541-757-6949

City of Philomath _____ 541-929-3501

City of Albany _____ 541-917-7547

Electricity:

Pacific Power _____ 888-221-7070

Consumer Power _____ 541-929-3124

Gas:

NW Natural Gas _____ 541-926-4253

Garbage:

Republic Services (Corvallis, Philomath) _____ 541-754-0444

Republic Services (Albany) _____ 541-928-2551

Cable Comcast:

(All Areas) _____ 888-824-8264

Comcast – Brendon Wolfe _____ 541-230-4121

Phone:

Century Link (All Areas) _____ 800-244-1111

Maintenance issues:

Office _____ 541-753-3620

After Hours:

Herb ~ Peak Cleaning & Painting _____ 541-929-2929

Tom ~ Sylvester's Maintenance _____ 541-905-4440

Tim ~ Tim Harwood Construction _____ 541-602-4141 or 541-745-2070

Office Hours:

Monday -Thursday 9:00 AM to 5:00 PM and Friday 9:00 AM to 4:00 PM

Closed daily from 12:00 PM to 1:00 PM for lunch. Closed Weekends.

Lockouts – Lockouts are not emergencies. You may check out a key for your unit from the office during our business hours if the lockout is within our business hours. After hours lock outs please call a local locksmith. We recommend a spare key be made.

Marijuana Policy

Effective immediately - **ALL** Duerksen & Associates, Inc. Rentals are non-smoking rentals. This includes all smoking or growing of Marijuana in your unit or at the property.

Medical Marijuana and Marijuana users are not a protected class. It is not legally recognized by the Federal Government, and in your Rental Agreement it states that you must abide by all State **AND** Federal Government Laws.

While it might be legal to possess, if we find evidence of Marijuana in your unit, it is grounds for Eviction.

Below is included in our updated Addendum to the Rental Agreement:

- a. Lessee and guests or invitees will not use the premises or adjacent areas in such a way as to: (1) violate any city or county ordinance or state or federal law in or about the premises; including laws prohibiting use, possession or sale of illegal drugs; (2) commit waste (severe property damage); or (3) create a nuisance by annoying, disturbing, inconveniencing, or interfering with the quiet enjoyment and peace and quiet of any other tenant or nearby resident. No marijuana (medical, recreational, or otherwise) may be grown, stored, sold, distributed or consumed on the premises without the prior written consent of the Owner/Agent.***

Your Renters Insurance will not cover damage that is caused by or is a result of the use of Marijuana or Medical Marijuana.

If you have questions about this policy, please notify the office and we can help to answer the questions that you have.

Duerksen & Associates, Inc.
541-753-3620

COLD WEATHER INSTRUCTIONS

When the weather starts to get cold, it is your responsibility to ensure your home is protected against damage that may be caused by the weather.

In order to maintain a comfortable home with running water, you need to do the following:

- If applicable, remove all hoses from outside faucets and store them for the winter months. It is your responsibility to make sure this happens. All expenses from a faucet breaking due to hoses not being removed will be charged to the tenant.
- Leave your heater at 60 degrees or higher in all rooms. If the power or gas is on, the furnace will turn on when the temperature falls, and will prevent freezing in the home.
- During freezing conditions, leave both hot and cold water running in all sinks. Just a steady drip should be sufficient.
- During freezing conditions, open all cupboards under the sinks so that room heat can reach the plumbing.

Please call our office right away if you have any questions about what you should do at your home to avoid damage and maintain your services.

Please call us first with all maintenance problems, if you are unable to contact us during a cold period, please call our afterhours emergency line:

Herb ~ Peak Cleaning & Painting 541-929-2929 or 541-231-4434

Tom ~ Sylvester's Maintenance 541-990-4440

Tim ~ Tim Harwood Construction 541-745-2070 or 541-602-4141

It is your responsibility to keep your home warm (at least 60 degrees) and to keep the water running during freezing conditions. The owner/agent will not pay to unfreeze your pipes should you forget the above **Or** be out of town when the weather turns cold. If you have not followed the above instructions, you will be obligated to pay for freeze damage to the property.

Please contact our office you have any questions or need additional information.

CARE, USE AND PREVENTATIVE INFORMATION

The following information has been gathered in response to requests from residents looking for guidelines. We work hard to deliver you a clean, well-maintained and comfortable home with all of the mechanical equipment operating properly. Even though you are currently renting this home, you still need to treat it as your own. Since minor home maintenance is your responsibility, we have developed these next few pages to make that responsibility as easy as possible. Proper cleaning and maintenance will keep the home, and its equipment, safe and usable for you. The key to proper cleaning is to do it often. Set up a weekly schedule, monitor the work and ensure that cleaning is performed as often as needed.

Furnace and Wall Heater Maintenance:

- All tenants are responsible for cleaning and replacing the furnace filters at least once a year. Unless you buy a top model, we recommend changing them every three months. Problems caused by failure to clean or replace the filter may be the tenant's responsibility.

Note: If you notice that the furnace or air-conditioner is running for longer intervals but cooling or heating less effectively, your furnace filter is probably clogged. Changing the filter regularly can save close to \$25 out of every \$100 you spend on your heating bill.

- **Changing the filter:** The door for the furnace filter is usually located on the side of the furnace and should be clearly marked with a sharpie (pic). The size of the filter is printed on the edge of the frame. An arrow on the edge of the frame indicates the correct direction of airflow through the filter. You can usually replace the filter without turning off the gas, electricity, or oil supply.
- Dust/lint can accumulate on furnace vents, wall heaters, and bath fan covers. Cleaning these areas regularly can prevent the spread of dust throughout your house as well as damage to the unit.

Remember to contact Duerksen & Associates, Inc. each year in September and we will have your furnace cleaned and serviced at no cost to you!

Drains:

- Avoid food, excess soap and especially hair from going down the drain.
- Hardware stores carry "hair catchers" to place in the sink and tub drains to significantly help keep drains free of hair.
- An excellent drain cleaning/clearing solution recipe is: 1 cup salt, 1 cup baking soda, and 1 cup vinegar. Pour the mixture down the drain and wait 15 minutes, then pour 8 cups of boiling water down after it.

- Some dishwashers will clog from food left on the dishes when put in the machine. Scrape all food from dishes into the garbage can before loading them into the dishwasher.

Garbage Disposals:

- ALWAYS run water while the disposal is operating to avoid damage to the unit. Let water run long enough to grind all the material in the disposal, then let water run for 10 to 15 seconds after turning off the disposal. Learn to recognize the sound the machine makes when completely free of garbage.
- Disposals are designed for grinding up organic items only. Items to AVOID putting in the disposal include banana peels, artichoke leaves, celery sticks, flower stems, coffee grounds, bones, eggshells, potato skins or large amounts of potato, pasta, rice, or any other tough items. NEVER put any of the following, paper, plastic, glass, aluminum foil or grease, or any other non-food item. **"When in doubt, throw it out!"** Garbage disposals are for food items left over **after** you scrape your plate into the garbage. If your garbage disposal is not working, DO NOT run your dishwasher. If your disposal is jammed you can manually crank the motor under the unit using an Allen wrench. Be sure to remove all contents from inside the disposal. If the machine makes no sound at all try pressing the reset button located underneath the unit. Problems caused by the user are the tenant's responsibility and expense. Consider using ice cubes in the unit as means of cleaning. The hard ice chips help knock down scum layers that build up below the seal and grinder wheel.

Dishwashers:

- Use at least once a week - seals may dry and the motor may be damaged by long periods of not being used. If you have water in the bottom of the dishwasher and have not ran it for a while, turning it on will most likely get rid of the water.
- Try to avoid putting small items in the unit that can slip through the rack and land on the heating coil. Make sure to check the bottom of the dishwasher before and after running it. Dishwashers can clog from food left on the dishes when put in the machine, so be sure to scrape all food off before loading dishes into the machine.

Dishwashers are meant to sanitize the dishes not actually clean food off them!

- Clean the door and check the bottom of the dishwasher after each use for items that may fall from the racks. Check the perimeter of the door for food items falling from the counter.

Washer/Dryer Hookups:

- Check the wall and floor monthly to make sure no water is leaking. Leaks from washing machine hoses are the tenant's responsibility.
- Make sure your dryer has a solid, tightly sealed connection to the vent. Improper connections can lead to excess moisture in your house, as well as a fire hazard from lint build up.

Fireplaces:

- Please burn only hardwoods in the fireplaces and woodstoves to minimize the buildup of creosote, etc. in the chimney. Creosote buildup is a fire hazard and can lead to flue fires in your chimney. We strongly suggest not using fireplaces.

Remember to contact Duerksen & Associates, Inc. each year to have your chimney cleaned to prevent fires. We will do that annual cleaning at no cost to you!

How to Properly Use a Fire Extinguisher:

If you have a fire in your home, be sure to follow these instructions and remember this acronym: **PASS** - Once you have extinguished the fire, be sure to notify Duerksen & Associates, Inc., so that we can assist you with repairs:

- **P**ull the pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.
- **A**im at the base of the fire, **NOT** the flames. This is important – in order to put out the fire, you must extinguish the fuel.
- **S**queeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
- **S**weep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher – different fire extinguishers recommend operating them from different distances.

Water Pressure:

- Low water pressure is often a result of minerals clogging up the screen of the faucet aerator or the showerhead. This can be removed simply by unscrewing the aerator/showerhead and rinsing out the minerals and screwing it back on.

Water Damage:

- Tenants must be cautious to avoid water damage caused by allowing water to sit on counters and floors. Make sure the shower curtain is inside the tub when taking a shower and that shower doors are closed all the way. Water on tile floors can seep through the grout and cause dry rot on the floorboard below. Water can also seep through the vinyl and damage the flooring. Be sure to have either a towel or a mat to step on when exiting the shower.
- Water can easily be splashed into the space behind the faucet in the kitchen or bath and damage the counter surface. Please be sure to keep these areas dry to prevent damage.

Toilets:

- Modern toilets often referred to as “low flow” toilets use less water to flush, which saves on the water bill, but will clog much easier than older models. Therefore, it is essential that you take precautions to avoid clogging these toilets.

Observe the following:

- Use less toilet paper. Fold toilet paper into squares instead of rolling it into huge wads. The wads of toilet paper are more likely to get hung up on their way down the drain.
- Keep small items away from the toilet. We ask that you do not install store bought shelving that mounts around or above the toilet. This blocks the ability for our maintenance man to fix a broken toilet, it also increases the odds of a foreign object falling in the toilet.
- Female sanitary products and disposable diapers should not be flushed down the toilet. They may disappear from the toilet bowl, but that’s no guarantee they will clear the sewer lines.
- Never flush paper towels down the drain. They do not break down like toilet paper and will surely clog the toilet.

Plunging a Toilet:

- If the water does not leave the bowl, do not re-flush. Although this seems like a no-brainer, a lot of people think a second flush will solve their problem.
If the toilet is filling up and looks like it is going to overflow, turn the valve behind the toilet near the wall to shut off the water.
- Give the water time to recede. Wait a few minutes before you plunge the toilet to see if the water level will go down. A lower water level means a less messy plunge.
- Fit the plunger. To work properly, your plunger must develop a tight fit to the exit chamber of the toilet. If the fit is not tight, you will not move the clog.
- Now push up and down on the plunger a few times. After two or three “pumps,” pop the plunger off the toilet. The clog should release itself. Repeat if necessary.

Electrical

- If you have one electrical outlet that is not working, check to make sure that it’s not activated by a nearby light switch.
- If you have an entire room with no electricity, check for a G.F.I. outlet in the room that has been tripped. If so, pushing in the reset button should fix the problem.

- If it is not a G.F.I., then it could be a flipped breaker. Locate your breaker box and see if any breakers are in between on and off. If so, switch the breaker all the way off then back on again.
- If your range hood fan is not working check to see if the filter has bent up into the fan. This will stop the fan from moving.

Preventing Mildew:

- **Keep things clean:** Keep closets, dresser drawers, basements - or any other place where mildew is likely to grow – as clean as possible. Soil on dirty items can supply enough food for mildew to start growing when moisture and temperature are right.
- **Control Moisture:** Cooking, laundering, and bathing may add additional moisture to the house. If your clothes dryer is equipped with a vent, have it exhaust to the outside to remove moist air.
- **Heat:** Get rid of dampness by heating the house at a minimum of 60 degrees.
- **Circulate the air:** When the air outside is drier than that inside, ventilation allows the dry air to enter, take up excess moisture, and then be carried outside. When natural breezes are not enough, you can use electric fans. Furniture that is too close to walls will create poor ventilation and can cause mold. Poorly ventilated closets get damp and musty during continued wet weather, and articles stored in them are apt to mildew. Try to improve circulation by opening doors, blinds, windows, and using fans.
- **Get rid of musty odors:** Get rid of musty odors as soon as possible to prevent further mold growth. Usually, musty odors disappear if the area is well heated and dried.

Cleaning Mold and Mildew:

- **Painted Walls and Woodwork:** Use ¼ cup liquid dish detergent and 1-gallon water. To prevent streaking, begin washing at the bottom of the wall and work toward the top and wash the ceiling last.
- **Windows and Glass:** To clean glass and windows, use ¼ cup vinegar diluted in 2 quarts warm water.
- **Disinfectant/Mildew Remover:** Apply water to tile and grout and scrub; wipe shower stall and curtain and rinse thoroughly.

Ant Prevention:

- **Avoid leaving food on the counter at night.** Ants invade the kitchen because they are looking for something to eat. Try to store food in the refrigerator or pantry. If you must leave food on the counter, store in sealed containers. TAKE TRASH OUT DAILY.

- **Keep all countertops and work surfaces clean.** Clean the floor and remove all traces of food.
- **Get rid of any ants that have already invaded.** Place Terro Traps on any ant trails you find and across any entrances the ants are using. You will have to be persistent to completely get rid of an ant infestation. It may take several weeks to see results. One nest usually contains many ants and you must kill all of them, not just the ones you see in your home.

Tenants MUST use Terro Traps for at least two weeks before Duerksen & Associates, Inc. will contact a professional pest control company. Pest control companies will not guarantee ant removal.

Stain Removal:

Spills and stains are inevitable in a home. Since you are responsible for spills and stains that damage or ruin carpeting, we would like to offer some tips to help reduce the chances of that happening. Check out some of the following hints to help you better control staining.

- **React immediately.** To best avoid permanent staining from a spill or accident, prompt attention is essential. The longer a spot or stain remains, the more difficult it will be to remove.
- **Always blot a stain instead of rubbing it.** Blot up spills with clean, white, absorbent materials such as tissues, napkins, or towels. Blot frequently. Work from the outer edge of the spot toward the center to prevent spreading or rings. Once the stain is removed, always rinse the area with water and then absorb the remaining moisture with clean, white towels.
- **Develop a "Stain First Aid Kit"** consisting of the following items:
 - Blotting materials consisting of white towels or absorbent napkins
 - Detergent solution: 8 ounces of water mixed with 1 teaspoon of mild dishwashing soap such as Joy or Dawn.

CLARIFICATION OF ALLOWABLE TENANT WEAR AND TEAR

Property Address: _____

During occupancy, there are deteriorations known as "Normal Wear and Tear" that occur in the property that are not due to tenant neglect. In addition, there are damages that are either intentional or due to actual tenant abuse or neglect. Duerksen & Associates, Inc. defines these two types of damages as follows:

Normal Wear and Tear

(The lessening in value of an asset because of normal use)

- General:
 - Loose Electric Switches/Plates
 - Minor Pin /Nail-Holes from Pictures (limit 40 holes) per house
 - Minor Scuffing of Walls/Baseboards
 - Cracked Painting because of Settling of the Rental
 - Repainting of Rooms AFTER 5 Years of Occupancy
 - Furniture Indentation in Carpet
 - Minor Traffic Pattern on Carpets and Tile
 - Minor Rubs/Scuffs on Door Finish
- Kitchen:
 - Corroded/Dirty Stove Drip Pans
 - Minor Scuffing of Flooring
 - Sticky Drawers/Hinges
- Bathroom:
 - Loose toilet seat
 - Sticky faucets
 - Loose towel rods
 - Sticking sliding shower doors
 - Worn caulking on toilet/tub

Tenant Abuse/Neglect Damages

(Misuse or neglect by the tenant that reduces value/usefulness)

- General:
 - Light Bulb burned-out or missing
 - Electric Plug-in/Light Switch Plate Broken or Missing
 - Replacement of Tenant Tamper/Damage to Smoke/CO Detectors
 - Smoke Damage from Burning Candles, Incense, Hookah's or Cigars/Cigarettes including Odor Damage
 - Flea/Bed Bug Infestation
 - Pet Urine/Odor throughout Rental
 - Trash Abandoned Inside, or Outside of Rental
 - Repainting Walls to Cover Unauthorized Tenant Painting
 - Repainting Walls due to Excessive Marks/Dirt/Food/Grease
 - Holes in Walls (exceeding the 40-hole limit)
 - Drawing, Crayon Markings, Stickers/Stamps, or Wallpaper
 - Pasting/Sticking Decals and Stickers on Windows/Doors/Walls
 - Burns/Tears/Stains/Excessive wear to Carpets
 - Cuts/Tears/Holes in Linoleum or Vinyl
 - Damaged Doors, Door Jams, and/or Door Trim
 - Damage to a Door/Door Frame from Forced Entry
 - Missing Doorstops/Holes from door stops
 - Installation of Locking Doorknobs
 - Broken/Cracked Windows or Window Frames
 - Window/Door Screen Material Holes/Slits/Tears or bent frame
 - Broken/Bent/Damaged/Missing Mini-Blinds or Drapes
 - Damaged Light Fixtures
 - Failure to Clean Unit according to "Check Out Instructions"
 - Neglecting to Report Maintenance Issues
- Kitchen:
 - Scratches or Knife Cuts in Countertop
 - Broken Cabinets/Drawer Guides
 - Broken or Damaged Appliances
 - Missing/Broken Refrigerator Shelf/Door/Handle/Drawer
 - Clogged/Not Working Garbage Disposal due to Improper Use/Disposal
- Bathroom:
 - Scratches or Knife Cuts in Countertop
 - Broken Toilet Seat or Damaged Toilet
 - Bent/Damaged Towel Rods
 - Missing Faucet Handles
 - Excessive Mold on Walls/Ceilings
- Yard:
 - Yard Not Mowed Prior to Move-Out
 - Pet Waste in Yard
 - Fence Damage
 - Fire Pits
 - Swimming Pools
 - Parking on the Lawn of Rental

This is not an all-inclusive list and is being provided to the tenants only as guidelines and examples of some common deteriorations and damages.

Tenants acknowledge that they have received a copy of this page. Tenants will be financially responsible for all damage beyond "normal wear and tear."

Inventory/Condition of Unit – Check in Sheet

Return within 15 days of move-in

✓ Email to office@duerksenrentals.com

OR

✓ Drop in the drop box at the office (913 NW Grant Ave)

Inventory/Condition of Unit – Check in Sheet

Return within 15 days of move-in

Tenant Name(s) _____

Phone # _____

Address of Unit _____

Move-In Date _____

*Must provide comments

**Tenant responsible for batteries

	Working		Clean		Damaged*		Comments
	YES	NO	YES	NO	YES	NO	(put n/a here if item does not apply)
<u>KITCHEN</u>							
STOVE (Burners/Fan/Lights)	___	___	___	___	___	___	_____
OVEN	___	___	___	___	___	___	_____
BROILER PAN/RACKS	___	___	___	___	___	___	_____
RANGE HOOD	___	___	___	___	___	___	_____
REFRIGERATOR (Top/Under)	___	___	___	___	___	___	_____
ICE TRAYS	___	___	___	___	___	___	_____
SINK	___	___	___	___	___	___	_____
GARBAGE DISPOSAL	___	___	___	___	___	___	_____
DISHWASHER	___	___	___	___	___	___	_____
FAUCETS	___	___	___	___	___	___	_____
COUNTER TOPS	___	___	___	___	___	___	_____
CABINETS	___	___	___	___	___	___	_____
FLOOR	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
LIGHT FIXTURES (Bulbs)	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
BLINDS/CURTAINS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
<u>DINING & LIVING ROOMS</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
CARPETS/FLOORING	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
CEILING	___	___	___	___	___	___	_____
BLINDS/CURTAINS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
HEATERS/VENTS	___	___	___	___	___	___	_____
CABLE CONNECTORS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____

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	Working		Clean		Damaged*		Comments
	YES	NO	YES	NO	YES	NO	(put n/a here if item does not apply)
<u>BATHROOM #1</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
GLASS SLIDING DOORS	___	___	___	___	___	___	_____
SINK/VANITY	___	___	___	___	___	___	_____
TUB/SHOWER/ROD	___	___	___	___	___	___	_____
CABINET	___	___	___	___	___	___	_____
COUNTERS	___	___	___	___	___	___	_____
TOILET & SEAT	___	___	___	___	___	___	_____
TOILETPAPER HOLDER	___	___	___	___	___	___	_____
MIRROR	___	___	___	___	___	___	_____
TOWEL BARS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
EXHAUST FAN	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
FLOORS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
<u>BATHROOM #2</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
GLASS SLIDING DOORS	___	___	___	___	___	___	_____
SINK/VANITY	___	___	___	___	___	___	_____
TUB/SHOWER/ROD	___	___	___	___	___	___	_____
CABINET	___	___	___	___	___	___	_____
COUNTERS	___	___	___	___	___	___	_____
TOILET & SEAT	___	___	___	___	___	___	_____
TOILETPAPER HOLDER	___	___	___	___	___	___	_____
MIRROR	___	___	___	___	___	___	_____
TOWEL BARS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
EXHAUST FAN	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
FLOORS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
<u>BEDROOM #1</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
CARPETS/FLOOR	___	___	___	___	___	___	_____
BLINDS/CURTAINS	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
CLOSET (Doors/Shelves)	___	___	___	___	___	___	_____

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*updated 10/2020

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	Working		Clean		Damaged*		Comments
	YES	NO	YES	NO	YES	NO	(put n/a here if item does not apply)
<u>BEDROOM #2</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
CARPETS/FLOOR	___	___	___	___	___	___	_____
BLINDS/CURTAINS	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
CLOSET (Doors/Shelves)	___	___	___	___	___	___	_____
<u>BEDROOM #3</u>							
LIGHT FIXTURE (Bulbs)	___	___	___	___	___	___	_____
CARPETS/FLOOR	___	___	___	___	___	___	_____
BLINDS/CURTAINS	___	___	___	___	___	___	_____
WALLS	___	___	___	___	___	___	_____
WINDOWS/TRACKS/CASINGS	___	___	___	___	___	___	_____
DOOR (Knobs & Lock)	___	___	___	___	___	___	_____
CLOSET (Doors/Shelves)	___	___	___	___	___	___	_____
<u>MISCELLANEOUS</u>							
SCREEN DOORS	___	___	___	___	___	___	_____
WINDOW SCREENS	___	___	___	___	___	___	_____
SMOKE DETECTOR/ALARMS**	___	___	___	___	___	___	_____
THERMOSTATS	___	___	___	___	___	___	_____
ELECTRICAL OUTLETS	___	___	___	___	___	___	_____
PHONE JACKS	___	___	___	___	___	___	_____
FIREPLACE	___	___	___	___	___	___	_____
DOOR KEYS	___	___	___	___	___	___	_____
GARBAGE CAN	___	___	___	___	___	___	_____
<u>EXTERIOR</u>							
LAWN MOWED	___	___	___	___	___	___	_____
GUTTERS	___	___	___	___	___	___	_____
CONCRETE	___	___	___	___	___	___	_____
STEPS/RAILINGS	___	___	___	___	___	___	_____
PATIO	___	___	___	___	___	___	_____
SLIDING DOOR TRACKS	___	___	___	___	___	___	_____
FENCE	___	___	___	___	___	___	_____
GARAGE/SHED	___	___	___	___	___	___	_____

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ESSENTIAL SERVICES

PLUMBING	___	___	___	___	___	___
HEATING	___	___	___	___	___	___
ELECTRICITY	___	___	___	___	___	___
HOT WATER	___	___	___	___	___	___

Further explanation and comments:

I accept the unit in the above condition:

_____	_____	_____	_____
Tenant Signature	Date	Tenant Signature	Date