

# **STANDARDS OF MAINTENANCE FOR J. GIORDANO REALTY & PROPERTY MANAGEMENT**

It is the goal of J. Giordano Realty & Property Management (Contractor) to maintain the owners property to the highest possible standard. This will protect the owner's investment and make the Contractors job more successful. Therefore, here are some guidelines that the contractor has found indispensable when maintaining rental property. It is important to note that the Contractor will try to stay within a budget and maintain owners cash flow at an optimum level.

**TURNOVER OF UNITS:** Between each tenant the unit will be re-painted unless the Contractor deems it unnecessary. The carpeting will be stain (negligible stains permitted) and odor free. If the carpet can't be cleaned and new carpet is to be installed and it exceeds the monthly gross income the owner will be given an estimate for replacement. The contractor recommends using a medium to high-grade carpet for the best wear and to attract good tenants. All other floor coverings will be undamaged and in clean good condition. All other fixtures (lights, faucets, bathroom hardware, window & door hardware etc.) shall be in good working order. A move-in checklist is used for all new tenants and is used for all security deposit returns. This is very useful in avoiding disputes about security deposit deductions.

**ROUTINE MAINTENANCE:** All routine maintenance is done at Contractors discretion. Routine maintenance consists of, but is not limited to: toilet repairs, lights, faucets, bathroom hardware, window & door hardware, common area cleaning, exterior items, (such as railings, decks, sidewalks, light fixtures, driveways, windows, siding, gutters etc). Lawn cutting is done every 10 – 14 days. Snow plowing is done when snow is 3" or above.

**APPLIANCES:** All appliances will be kept in good working order. If a problem occurs, the Contractor will have the appliance checked for repair first (unless it is obviously beyond repair or not cost effective) and then replace it if necessary. The Contractor recommends using medium grade appliances (two or three levels above the cheapest). The primary reason for using better quality carpets or appliances (or any materials for that matter) is for better wear and maintain a good resale value for the property.

**CAPITAL IMPROVEMENTS:** These are done only with owner's approval unless it is an emergency and the owner can't be reached within 24 hours. An emergency might be a new furnace or some other item that affects the habitability of the property. As a general rule, these items (a new roof for example) are always recommended to the owner in a long-range plan and budgeted for. Once again, the owner must approve these items unless it is an emergency that renders the property uninhabitable.

**AMENDMENTS TO THIS ADDENDUM:**

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Contractor	Owner
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