



TrinityTeam@KellerWilliamsPreferredRealty

Welcome to Trinity Team Property Management!!

Trinity Team Property Management is a full service residential property management company. In addition, our property owners are licensed Realtors under Keller Williams Preferred Realty. Our services include managing homes for owners and investors, selecting tenants, executing and enforcing lease agreements, supervising rental maintenance and repairs, listing and selling residential property, assisting tenants with housing and transition into home ownership.

At Trinity Team Property Management we take pride in service excellence for our owners, tenants and our community. We embrace technology to make life easier and have a state of the art website that allows owners, tenants, and the property managers to communicate and keep strong positive relationships.

As a tenant you can do a number of things through our Property Management portal on our website at Trinityteamrealestateco.com including:

- Pay your rent online directly from your bank account
- Find important numbers in our phone directory
- Check your account balance
- Submit a work order for maintenance and repairs
- Review your lease agreement and other documents

In this packet we have provided the following:

- Your completed move-in condition report (Inspection Detail Report)
- Fully Executed Lease and Addendums
- Tenant Information
- Important Contacts
- Service and Repair
- Helpful Hints and Important Information

We are very excited to have you as a tenant. We hope you enjoy your new home and look forward to getting to know you. If you have any questions or concerns, please do not hesitate to ask.

Sincerely,
Trinity Team

Tenant Information

Please Read and retain for future reference

It is a pleasure to welcome you as our tenant. We believe that if you are familiar with some of our obligations, responsibilities, and policies, most misunderstandings will be avoided and, consequently, a better relationship will be established between us.

We are managers for the owners of rental properties and are bound by legal contracts with them, as well as with our tenants, in most actions we take.

We believe we can best serve the interests of our owners by offering complete, courteous, and prompt service to you, their tenants. However, both parties to any lease or rental transaction have certain obligations and responsibilities. **THESE OBLIGATIONS DO NOT LIE SOLELY WITH THE OWNER OR HIS PROPERTY MANAGER.** You are requested to read the lease agreement, which you have signed or will sign with us. It is a legal document and is binding on all parties who have no authority to deviate from this contract. We will be very happy to answer your questions about it, but you are requested not to ask us to breach any of its covenants.

All tenants will post a deposit. This deposit is made by you to indicate your good faith that you will abide by all covenants of the lease agreement, and all covenants of the Homeowners Association in which your property is located if applicable. If you do not fulfill your part of the contract, the deposit will be used to reimburse the owner for any loss he suffers. If the deposit should be inadequate to cover the loss, you will be billed for the balance.

We are at times forced to use some or all of the tenant's deposits for the following reasons:

1. Failure to give thirty (30) days' written notice, prior to the expiration of your Lease Agreement, that you intended to vacate the property. (WE CANNOT ACCEPT THIS REQUIRED NOTICE BY TELEPHONE.) However, you may telephone us to request a form to use in submitting your written notice.
2. Failure to leave premises clean when vacated.
3. Damage to building, furniture, built-in appliances, or landscaping through negligence, misuse, or maliciousness.

Property will be checked out only after tenant has vacated and the keys have been turned over to the property management department. Checkouts will be made between 9:00 a.m. and 4:30 p.m., Monday through Friday. In case of emergency, tenant may arrange to be checked out on Saturday.

During the term of your lease you will be required to take normal care of and perform normal maintenance on the property and its equipment.

The furnace contains one or two air filters. It is your responsibility to keep these clean. They must be removed and cleaned or replaced at least every other month. The entire burner area and pilot light area must be thoroughly vacuumed. This must be repeated at least once a month. If this is not done, the furnace will operate sporadically or run too frequently, causing you excessive heating and cooling costs. Neither the owner nor the property manager will clean the furnace. This is your responsibility.

You must keep your drains free of grease, hair, lint, or food, which can clog them if they are not flushed out occasionally with a good chemical drain cleaner. The owner will pay only for stoppages that are caused by faulty construction, such as mortar or stones in the sewer, or by tree roots. If you should have a stoppage you are personally unable to eliminate and the stoppage is caused by mortar, stones, or tree roots, we will reimburse you for the expense.

Batteries in all smoke and carbon monoxide alarms have been checked out in good working order prior to your move in. You are responsible for replacing these batteries as needed. For your safety, we strongly encourage you to change out your batteries on a frequent, regular basis. It is also your responsibility to maintain working light bulbs.

Please keep this information and your copy of the lease agreement after you have read them. Do not hesitate to ask questions; we prefer to have a clear understanding at the outset than to have a misunderstanding later.

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

We wish to remind you that property management is just one of the many services we offer. We are also one of the city's leading Realtors. We are capable of offering the best in any type of real estate service. Please feel free to contact us at any time. It will be our pleasure to help you meet your real estate needs.

Important Contacts

Emergency

Emergency	911
Poison Control	303-629-1123

Hospitals:

Avista (Louisville)	303-673-1000
St. Anthony North (Westminster)	303-426-2151
Children's (Aurora)	720-777-1234
No. Suburban Medical Center (Thornton)	303-451-7800

Transportation

Road Conditions

Colorado Dept. of Transportation www.cotrip.org	
Statewide Travel Conditions Inside Colorado	511
From Outside Colorado	303-639-1111

Denver International Airport

303-342-2000

RTD Route & Schedule

800-247-2336

Colorado Department of Education

303-299-6000

303-866-6600

Auto Registration

Auto Registration & Colorado License Plates

303-205-5607

(Call your county for more information)

Adams County	303-654-6010
Boulder County	303-441-3510
Broomfield County	303-464-5888
Denver County	720-865-4600
Jefferson County	303-271-8100

Driver's License - Metropolitan Offices

Boulder	303-442-3006
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Denver NE	303-373-0161
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Northglenn	720-929-8636
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Communications

Qwest	866-642-0444
Comcast	800-266-2278
Before obtaining satellite TV PRIOR APPROVAL IS REQUIRED.	
DirectTV	888-777-2454
Dish Network	800-823-4929

Utilities

Electric & Gas	
Xcel Energy	800-895-4999
	800-468-8809
United Power	303-659-0551
Trash	
Allied Waste	303-286-1200
Beeline	303-920-9722
Packman	303-288-5279
Western	303-444-2037
Your-Way	303-289-2595
Waste Management	303-797-1600
Water & Sewer	
Arvada	303-431-3070
Aurora	303-739-7370
Brighton	303-655-2009
Broomfield	303-438-6319
Commerce City	303-288-2646
Denver	303-893-2444
Erie	303-926-2700
Lafayette	303-665-5588
Lakewood	303-987-7615
Longmont	303-651-8664
Louisville	303-666-6565
Northglenn (includes trash)	303-451-8326
Superior	303-499-3675
Thornton (includes trash)	303-538-7370
Westminster	303-658-2400
Wheatridge	303-424-2844

Service & Repair

In the event an emergency occurs after normal business hours that cannot wait until the next business day (ie: complete lack of operable heat and plumbing) **please contact Bret Wagner at (720) 235-7456**. For Maintenance issues that can wait until the next business day - please contact our office (303) 539-8193, email requests to bret33172@yahoo.com, or log on to your account at Trinityteamrealestateco.com

We have a vast list of our preferred vendors. Trinity Team Property Management will not be liable for any unauthorized repairs and/or services.

It is your responsibility to obtain qualified contractors to professionally clean the carpets and property prior to your move out. We are more than happy to hire our contractors at your expense.

Reliable service or repair is sometimes difficult to obtain; while we cannot guarantee the work of continued availability of the above companies and individuals, our past experience has been positive. If a service needed is not on this list, please call us for a suggestion.

NOTE: DO NOT USE home-style carpet cleaners or carpet shampoo cleaners that are commonly available for rent at supermarkets, etc. These appliances soak carpet fibers and backing and do not adequately extract the water and/or chemicals. Consequently, the carpet may shrink and pull apart at the seams. Tenants are liable for this damage.

Helpful Hints

Refrigerators: There is nothing to oil. The only maintenance required on a refrigerator is to keep the condenser clean. If there are black coils (or tubes) on the back of the refrigerator, this is the condenser. It is called a static condenser. If the coils are not located on the back, they will be underneath and cooled by a fan. This is a forced air condenser. It requires more frequent cleaning than the static condenser but it is essential to keep both free of dust and lint.

Cleaning Forced Air Condensers: Turn off refrigerator. Pull kick plate off the bottom and locate the black coils. Models such as Frigidaire, Admiral and Wards have the condenser located underneath in the back. Use a long bottle brush, vacuum with a narrow attachment, or use a yard stick with a wet rag rubber-banded to the end to remove lint and dust. In keeping the coils clean, your refrigerator will run less and more efficiently. This should be done twice a year.

Humidity Switch: Some models have a switch inside of the refrigerator section labeled "Humidity Control" or "Energy Saver." This should always be "off" unless ice forms on door hams. Colorado has a dry climate and moisture barely builds up.

Washers: No oiling required. Keep washer leveled. Turn off water to hoses when leaving for lengthy periods of time. Fill hoses should be changed at least every 4-5 years. (The combination of water pressure and dryness may weaken them and cause them to burst.)

Dryers: No oiling required. Clean filter after EVERY load. Proper venting is very important. Some homes don't have outside venting. Many people use a nylon stocking over the vent. THIS IS NOT RECOMMENDED and it could cause a premature failure in heating elements and insufficient heating. If you have no outside vent, a dryer vent bucket is required. This is a bucket full of water with a hose attachment entering the top of the bucket. These can be purchased at most hardware stores. If unable to find one, call us and we will be glad to help you.

Dishwashers: No maintenance is required except when leaving home for a lengthy period of time. You may want to fill the dishwasher with approximately one gallon of water and close the door tight. This keeps the seals moist and prevents them from becoming dry and brittle leading to eventual leaking. This simple tip can save your motor. EASY CLEANING! Rid your dishwasher of stain by the following method: Purchase oxalic acid from the pharmacy or use TANG (powdered orange drink which contains citric acid.) Empty the dishwasher. Pour the oxalic acid or TANG into both soap dispensers as you would with regular powder or liquid. Close the door and run through a full cycle. Put regular dishwasher detergent in the dispensers and run a full cycle again.

Gas Ranges: Keep all burners clean by inserting a large straight pin into all the holes. SAFETY PRECAUTION!! Make sure all gas appliances have new flex hose. The new style hose is easy to identify because it is epoxy coated and grayish in color. If your gas appliance does not have this, you are in danger of a gas leak. DO NOT ATTEMPT TO DO THIS YOURSELF! Call us or a professional heating contractor.

Self-cleaning Electric Ranges: Question often asked: "Why can't I use conventional cleaners in this oven?" Answer: When the range is engaged in the self-clean position, the temperature rises to approximately 1200 degrees and turns the caked-on grime into ashes. The surface of the oven is similar to Silverstone cookware. The oven liner surface creates a non-stick effect and repels the ashes. If you attempt to use caustic oven cleaners, you could ruin the oven surface.

Applies to All Electric Appliances: If power has gone off, check the breakers. Even though they don't appear to have flipped off, reset them (turn off then on again).

Sewer and Drain Cleaning

Common Drain Problems and How to Avoid Them

Fixture	Problem	How to Avoid
Toilet	Foreign Objects	Keep lid closed when not in use. If small (untrained) children can open lid, keep door to bathroom closed.
	Paper Blockage	Use minimal toilet paper only. Kleenex and paper towels are not bio-degradable.
	Tampons, Feminine Napkins	Should never be flushed.
Kitchen Sink	Grease Build-up	Avoid excessive grease. Run COLD water while rinsing dishes
	Food, Foreign Objects (Utensils, Paper, Glass)	Use adequate strainer.
	Corroded Pipes	Avoid caustic or acidic drain cleaners.
Disposal	Grease Build-up	Run COLD water while rinsing dishes.
	Food Build-up	Feed disposal SLOWLY while disposal runs. Run water at least 30 seconds after turning off disposal to wash food through line.
	Improper foods going through disposal	AVOID leafy or stringy foods (celery, lettuce, potato peels). Avoid egg shells & coffee grounds as water will not flush these through the system.
Bathtub	Hair, Foreign Objects	Use adequate strainer. Clean hair from strainer daily.
	Soap Build-up	Flush with HOT water regularly.
Bathroom Sink	Hair	Brush hair away from sink.
	Foreign Objects	Use adequate strainer.
	Soap Build-up	Run HOT water to rinse soap & shaving cream.
Laundry	Soap Build-up	Do not use excessive soap.
	Lint	Clean lint filter prior to each load.

Help your landlord help you!
Use proper care to avoid messy backups.

Winter Checklist

___ Have all dripping/leaking outside faucets repaired.

___ Remember to remove hoses from outside faucets after watering. Leaving the hose attached may result in freeze damage with water coming into the basement or crawl space later.

___ Check insulation or protective material near pipes that are on the outside walls. See that none are exposed to air through nearby cracks or vents. Pay particular attention to pipes under kitchen sink and laundry. Even a tiny crack can be troublesome.

___ Leave under-sink cabinet doors open on extremely cold nights to allow warm air to circulate which may prevent these pipes from freezing. When the temperature drops below zero, the water faucets should be left dripping.

___ If pipes do freeze, warm air from a hair blow dryer may be helpful. DO NOT apply flame or high heat. Call a plumber for advice if you are uncertain about how to proceed.

___ If you are leaving for a few days, set the furnace thermostat no lower than 65 degrees. The water heater may be turned down, but it should not be turned off. As an extra safety measure, have a neighbor check your property daily and arrange for mail and newspaper pickup.

___ Close and insulate vents in crawl space. Newspaper works well for this. If possible, shut water off to outside.

___ Check drainage around your house. See that drain pipes and gutters are in place and free from leaves and debris. Downspouts and splash-boxes must be placed so that drainage is away from the foundation, basement windows, and walkways.

___ Replace the filter in forced-air furnace. This is inexpensive and worth the cost in furnace efficiency. Check breakers and be sure furnace is functioning properly before the first cold spell.

___ Replace screens with storm windows and doors if they are provided. Do not cover windows with plastic. It is unsafe and most cities have regulations prohibiting this.

___ Please notify our office if you are going out of town for an extended time and be sure to have access to property.

___ Remove snow from sidewalk adjacent to your house. In most subdivisions city code requires this in a given number of hours following measurable snowfall or snow drift. Check with your particular city office for details if necessary.

Additional Winter Information

Autumn is a good time to bring your lawn into shape. If a week passes without moisture, water the grass thoroughly. Aeration, a final fertilization, some weed control, and deep watering will encourage healthy root development resulting in a lawn less susceptible to disease and winter kill. Move the mower blade to a higher position for the final cutting of the season.

Winter watering will be necessary during warm dry periods. It is suggested that trees and shrubs be deep watered about once a month during winter. This depends, of course, on the amount of moisture received. Plants that winter kill are usually stressed due to inadequate moisture. Just remember to remove hoses after watering. Temperatures can drop dramatically over night, and outdoor faucets will freeze. A water leak later on is often from a broken sill cock, indicating that water hoses were left attached during freezing weather.

While you are preparing for cold weather, take the time to review safety procedures with your family. Keep emergency numbers clearly posted near telephone, and learn the correct procedure to report a fire. Be sure each family member knows how to escape from the house by crawling low in smoke. Keep a multipurpose fire extinguisher serviced and ready to use; know how to properly operate it. See that smoke detectors are installed throughout your home and test them regularly. Send a work request form to our office if smoke detectors need to be repaired or replaced.

You may fill out a work request by visiting our website at www.trinityteamrealestateco.com for any work that needs to be arranged by our office, for which the owner is responsible. Click on the Property Management tab and log in under the tenant portal. Please note that we do not pay tenants to do normal maintenance nor do we accept short rent for deducted expenses. (Approved expenses for supplies will be reimbursed if receipts are sent to us.) **All qualified work must be approved in advance** and accomplished by vendors who have been cleared by our office and who have work orders in their possession before coming to your property, or you can email us at bret33172@yahoo.com

Lawn Care

Water Properly: A minimum of 1½ inches of water per week is usually sufficient. Water every third day, putting down ¾ inch of water each time. To measure how much your sprinkling method is applying to the lawn, place a coffee can approximately half the distance between the sprinkler head and the farthest point hit by the water. Time how long it takes to accumulate ¾ inch of water in the can. This is how long you must run your sprinklers each time. If you notice run-off starting, move your sprinkler to another area for a while, and then return it to the spot to complete your watering.

The grass in dry spots in your lawn will usually appear dark, smoky or bluish before turning brown. Also, footprints on dry turf usually linger a while. A long bladed screwdriver can be used to test for moisture in your lawn. It should penetrate a minimum of 6 inches with only moderate pressure.

In cooler weather, the time span between watering can be increased, but the amount put down each time should remain constant.

Winter Watering: If no natural moisture exists, to prevent winterkill, winter watering may be necessary. Water every four to five weeks, water on a warm day and stop in time to allow water to sink before freezing. This is especially important on southern slopes.

Mow Regularly: Two inches is the ideal height for most varieties of bluegrass. Cutting too short weakens the grass and causes shallow roots and a weed infested lawn. Do not mow an extremely dry lawn. This can turn the lawn brown and recovery could take a week or more. The first mowing in spring and the last mowing in fall may be made shorter than normal. If weather is extremely hot and water is in short supply, the mower may be raised. The longer blades will shade the soil and conserve moisture. The lawn should be mowed often enough so that no more than one third of the leaf blade is removed at one time. Removal of too much blade results in shock and yellowing. Keep the mower sharpened. A dull blade will bruise and fray the grass blades and cause the lawn to have a gray to brownish cast, which makes it more susceptible to fungus.

Although it was previously recommended that clippings be picked up, new research has shown that leaving the clipping is beneficial if they are short and evenly distributed.

*The foregoing information is provided by Lawn Doctor. In addition to regular mowing and watering, fertilizing and weed control are also necessary. If you are performing these tasks yourself, we recommend doing them three to five times each year. Some professionals suggest that applications be timed to correspond with holidays between March and November (Easter, Memorial Day, Independence Day, Labor Day, and Veterans Day).

Lawn Care Program

Fertilizing: When lawns are properly fertilized, they are healthy, green, and generally free of weeds. Knowing what to feed your lawn is important. Due to differences in climatic conditions, grass types, and soil types, it is not practical to recommend a “Standard Program” for all areas of the country. There are, however, a few things you should do no matter where you live. Unless otherwise stated on the bag, always water immediately after applying fertilizer. This enables the lawn food to get washed into the soil and start to work on your grass, as well as preventing possible injury to your grass from a “nitrogen burn”. Knowing when to feed is just as important as knowing what to feed. As a rule of thumb, you should fertilize every month. However, let your lawn tell you when it's hungry again. One way to tell is when you notice a fading of the dark green color to a lighter green. Another way is if you can see “footprints” in your lawn 5 minutes after walking through it.

Watering: This should be determined by grass needs and not by the calendar. It is much better to water deeply and infrequently than lightly and more often. Watering deeply encourages the grass roots to grow more deeply into the soil which makes the grass more heat tolerant and drought resistant. As a general rule, each watering should be as much as the top 12” of soil can hold. This is 1/2” to 1” for sandy soil and 1” to 2” for clay soil. Water again when the grass shows drought symptoms, which include dull color and folded or rolled leaves. Rainfall should not alter your watering schedule unless you receive the above-mentioned amounts. Don't water too often, since this can weaken the grass. Wait until grass is moderately dry, then water.

Mowing: All lawns require a given amount of maintenance, especially mowing. Mowing makes the lawn look good, keeps your grass from going to seed and produces a dense, lush growth by encouraging your grass to spread. Keep the mower blade sharp by touching it up with a file or having it professionally sharpened several times a year. You can tell that the blade is dull if the grass seems to “brown up” right after mowing. Another mowing error is allowing the grass to grow too tall between cuttings. No more than one third of the total grass blade should be cut at any time. If you mow to 2 inches, cut your grass every time it reaches 3 inches – no more. Proper mowing height varies due to climatic differences and grass types. However, don't be afraid to keep your grass at a slightly higher height than is recommended. A higher cut results in deeper, more drought-tolerant roots, less rapid regrowth, hardier turf, cooler, moister soil and greater resistance to weeds, insects, and disease.

Insects: Lawn insects are generally one of two types; those feeding underground on grass roots (grub worms) and those feeding above ground on foliage (chinch bugs). Lawn insects may be controlled by using liquid insecticides, dry insecticides, or dry insecticides that are pre-mixed with fertilizer. For foliage feeding insects, lightly wash or spray bug killer into your grass. For root feeding insects, thoroughly water insecticide into soil.

Lawn Diseases: Disease can attack any lawn. However, recovery is much faster with a healthy lawn. Brown patch, dollar spot and leaf spot are three of the more prevalent lawn diseases. Treat your lawn immediately if disease is a problem. This will arrest the spreading of the disease and allow your lawn to start recovery. Follow this application with a second treatment in two (2) weeks. To kill all disease, treat your grass for at least three (3) years in a row. Do not mow diseased lawn areas since this could cause the disease to spread to healthy parts of the lawn.

Weeds: Because of their texture, growth habits and color, weeds create an unsightly appearance in lawns. A healthy, well-cared-for lawn will help choke out many weeds. Lawn weeds can be controlled in two ways: by weed killers that prevent the weeds from coming up (pre-emergents) and by weed killers that kill existing weeds (post emergents). Weeds can be classified into two groups: grassy weeds and broadleaf weeds. Grassy weeds include crabgrass, goose grass, and Johnson grass. Broadleaf weeds usually have leaves that are at least half as wide as they are long. Many also have showy flowers. These include dandelions, cover and henbit (the one with the purple flowers). When killing existing weeds, do not mow 2-3 days before or after application. To treat for existing broadleaf weeds, temperature should be at least 60 – 65 degrees; for grassy weeds, temperature should be at least 70 – 75 degrees. All lawn weed post emergents work better on warm, sunny days. If using a liquid product, never spray on windy days since this could cause drift onto desirable plants.

Timing is critical when using pre-emergents. Pre-emergents can save much time and money later in the season but only if used properly. Consult a knowledgeable lawn and garden professional for the proper product and, more importantly, the proper application time in your area. As a general rule of thumb, you should make one application in late winter or early spring and a second treatment in late summer or early fall. A third application may be necessary in late spring or early summer if summer weeds are a problem in your area. Always water in pre-emergent weed killers immediately after applying.

DO NOT USE WEED KILLERS OF ANY KIND ON NEW LAWNS UNTIL THE SECOND GROWING SEASON!

Safer Substitutes for Household Hazards

Hazardous Product

All Purpose Cleaner

Safer Substitutes

In 1 quart of warm or hot water, mix 1 teaspoon each of liquid soap, boric acid (borax), lemon juice, and/or vinegar. Make stronger according to job.

Glass Cleaner

Mix 1 tablespoon of vinegar or lemon juice in 1 quart of water. Spray on and use newspaper to dry.

Drain Cleaner

Pour boiling water down drain once a week. Use a plunger or snake.

Oven Cleaner

Clean spills as soon as the oven cools using steel wool and baking soda. For tough stains, add salt. (Do not use this method for self-cleaning or continuous clean ovens.)

Toilet Bowl Cleaner

Use a toilet brush and baking soda or vinegar.

Furniture Polish

Wipe with mixture of 1 teaspoon lemon oil in 1 pint of mineral or vegetable oil.

Rug Deodorizer & Shampoo

Deodorize dry carpets by sprinkling liberally with baking soda. Wait at least 15 minutes and vacuum. Repeat if necessary. To clean rugs, vacuum first to remove dirt, mix 1 quart of white vinegar and 3 quarts boiling water. Apply to nap of rug with wet rag. Be careful not to saturate the carpet backing. Dry thoroughly, then vacuum.

Plant Sprays

Wipe leaves with a mild soap and water mixture; rinse.

Roach and Ant Repellent

Sprinkle powdered boric acid in cabinet edges, around baseboards, and in cracks.

Moth Balls

Use cedar chips, lavender flowers, rosemary, mint, or white peppercorns.

Flea and Tick Removers

Mix brewer's yeast or garlic in your pet's food. Sprinkle fennel, rue, rosemary, or eucalyptus seeds or leaves around animal sleeping areas.

Why Should We Recycle?

Colorado must significantly reduce the amount of solid waste produced each year. Recycling is one of the best ways we can do that

Recycling Keeps Costs Down:

Recycling bottles, cans, plastic, and newspapers may help to keep down the cost of your trash removal in two ways:

First: Aluminum, tin, steel, glass, plastic, and newsprint are not just trash. They can be reprocessed and reused. Recycling these items will give them new value.

Second: Keeping reusable items such as aluminum, tin, steel, glass, and newspapers out of our trash gives us more landfill space. This will save money, as well as resources.

Recycling Saves Energy and Resources:

- It takes 95% less energy to make a can from recycled aluminum than from raw materials.
- It takes 55% less energy to make paper from recycled paper than from trees.
- It takes 17 trees to equal one ton of recycled paper.
- It takes 500 years for a glass bottle to decompose, yet it is 100% recyclable.

Recycling Helps Protect Our Environment:

Landfills today are still necessary, but recycling will extend the life of our existing landfills and reduce the need to make new ones.

Community Pet Laws

Cities and/or Counties in Colorado have varied requirements when it comes to pets. Below is a list of offices that you may find helpful. Since rules and regulations can often change without notice, we strongly encourage you to do your own research on the requirements of your particular city and county. Tenants are solely responsible for adhering to pet laws within their communities. Please keep in mind that some communities may have breeding restrictions. Trinity Team Property Management is not liable for any tenant dissatisfaction due to community pet laws.

Adams County:	303-288-3294
Arapahoe County:	720-874-6750
Arvada:	720-898-6850
Boulder:	303-441-3333
Boulder: County:	303-442-4030
Brighton:	303-655-2091
Broomfield:	303-438-6400
Broomfield County:	303-438-6400
Commerce City:	303-288-1535
Dacono:	303-833-3095
Denver:	303-698-0076
Denver County:	303-698-0076
Erie:	303-926-2800
Federal Heights:	303-428-8538
Frederick/Firestone:	303-299-3291
Jefferson County:	303-271-5070
Lafayette:	303-665-5571
Lakewood:	303-987-7114
Louisville:	303-666-6531
Northglenn:	303-450-8886
Superior:	303-442-4030
Thornton:	720-977-5250
Weld County:	970-356-4015
Westminster:	303-658-2400
Wheat Ridge:	303-235-2926

If you are considering becoming a pet owner please make sure to contact us for authorization prior to purchase or adoption.

Cleaning List

The following cleaning list is to be used as a guide for cleaning your house when you vacate. Since each house is different, there are items that might apply but are omitted from this list, or items that don't apply to your house. We would like to point out that you are not charged for "ordinary wear and tear," but we don't consider dirt in any form within the scope of definition of "ordinary wear and tear." Please make sure all light bulbs and smoke/carbon monoxide alarm batteries are in good, working order. Replace furnace filter.

I. Kitchen

- ___ ___ 1. Clean microwave and range oven inside and out. Make sure to pull out any appliance and clean behind.
- ___ ___ 2. Clean range hood and filter over fan. Pull stove out, clean all around.
- ___ ___ 3. Wipe kitchen cabinets, drawers, and pantry. Clean inside, outside, and top. Remove all lining.
- ___ ___ 4. Wipe down the dishwasher door and control panel, inside the door, and bottom of cleaning tub.
- ___ ___ 5. Clean refrigerator including under crisper, walls, and containers and defrost, removing all water. **DO NOT TURN REFRIGERATOR OFF.** Clean behind top and underneath. (Pull refrigerator out to clean wall, floor, etc.)
- ___ ___ 6. Clean counter tops and sink.
- ___ ___ 7. Clean walls with mild detergent.
- ___ ___ 8. Clean windows, tracks, and sills inside and outside. And wipe down window blinds if applicable.
- ___ ___ 9. Kitchen floor should be stripped of wax and the floorboards cleaned. Wipe down baseboards and doors.
- ___ ___ 10. Clean light fixtures.
- ___ ___ 11. Remove all cleaning solution residue.

II. Bathroom(s)

- ___ ___ 1. Clean all light fixtures; clean fan; clean faucets, removing stains & mineral buildup.
- ___ ___ 2. Clean medicine cabinet and mirrors (should be free of streaks).
- ___ ___ 3. Floor should be stripped of wax and cleaned.
- ___ ___ 4. Thoroughly clean toilets, sinks, cabinets, and tub and/or shower. Remove any residue.
- ___ ___ 5. Remove stains and soap scum from all tile and grout.
- ___ ___ 6. Clean wall with mild cleaning solution. Wipe down baseboards and door.
- ___ ___ 7. All soap dishes, handles, racks, spouts, and wallpaper should be clean and stain free.
- ___ ___ 8. Clean windows, tracks, and sills inside and outside. Wipe down window blinds if applicable.

III. Living Room, Dining Room, Family Room, and Bedroom(s)

- ___ ___ 1. Windows, tracks, and sills should be cleaned inside and outside.
- ___ ___ 2. Wipe off air conditioning and heating units. Clean filters and any vent covers.
- ___ ___ 3. Clean walls with mild cleaning solution and remove all nails, tacks, and adhesive tags. Fill any large holes.
- ___ ___ 4. Clean baseboards.
- ___ ___ 5. Clean floors and vacuum. If tile, mop and remove all wax.
- ___ ___ 6. Wash off shelves in closets and remove all hangers and shelf lining.
- ___ ___ 7. Clean light fixtures.
- ___ ___ 8. Clean around all light switches and doorframes.
- ___ ___ 9. Remove any used firewood and ash from fireplace. Wipe down hearth.
- ___ ___ 10. Have carpets **PROFESSIONALLY CLEANED.** Never use Bissell or grocery store style cleaners.

IV. Miscellaneous

- ___ ___ 1. Sweep out storage area and/or garage. Have all trash picked up.
- ___ ___ 2. Clean all window treatments; steam-clean carpet per guidelines in rental packet.
- ___ ___ 3. Yard: mow lawn, cut weeds, clean out window wells, remove all debris.
- ___ ___ 4. Remove oil stains from driveway and/or garage floor. Hose off as necessary.
- ___ ___ 5. **BE SURE** we have your forwarding address for final disposition of your deposit.
- ___ ___ 6. Turn in all keys & garage door openers; leave appliance instruction booklets and broiler pans.
- ___ ___ 7. **Washer and dryer should be wiped down (inside and out) paying close attention to bleach and fabric softener dispensers.**

Check-out Inspection

Requirements

Check-out inspections of homes are made between 8:30 a.m. and 4:30 p.m. Monday through Friday. Please make an appointment with our office. All of your furniture and personal items must be removed from the house before an inspection can be made. You may not stay in the home after the inspection is completed.

1. ___ Remove all personal items and trash from the house and yard.
2. ___ Clean appliances thoroughly – inside and out (refrigerator, range, dishwasher, furnace and furnace closet, washer bleach and inside agitator fabric softener dispensers, etc.)
3. ___ Clean sink and kitchen cabinets (inside and out).
4. ___ Shampoo the carpet (to be PROFESSIONALLY CLEANED ONLY, never use Bissell or grocery store style cleaners). Please leave receipt for services at the home for verification.
5. ___ Strip tile floors of all wax. Remove stains and marks.
6. ___ Wash walls carefully. Pay special attention to areas around light switches, hallways, doorways, doors, and baseboards.
7. ___ Clean all windows, tracks, and secure all screens. Remove excess cotton and lint from all screens.
8. ___ Make needed repairs to screens and screen doors. Your costs to repair will always be less expensive than ours.
9. ___ Clean and disinfect the bathroom(s) thoroughly – including shower walls.
10. ___ Mow, trim, edge, and water the yard prior to check-out. Pay close attention to remove excess leaves and all pet debris.
11. ___ Repair or have repaired any damage you or your pets have caused. It will be less expensive if you take care of your own damages.
12. ___ Discontinue all of your telephone and cable services at least 24 hours before vacating.
13. ___ Make arrangements to have your trash and garbage picked up. Filled trash bins and/or garbage left at the property will require haul away. Charges will be your responsibility.
14. ___ Refer to our cleaning checklist for a complete list of cleaning reminders.
15. ___ Replace any burnt out light bulbs and any dead smoke/carbon monoxide alarm batteries.

Tenant Information Checklist

The flyers listed below are provided for your information. Please read each one and refer to them as needed throughout your tenancy.

Property maintenance is the responsibility of the tenant. A partial list of independent contractors who provide service and repair is included. They are suggested because of past performance and experience with our company. The list is subject to change and workmanship is not guaranteed by Trinity Team Property Management.

You are expected to keep your home and grounds in good condition. Please refer to your **lease agreement** and the informational flyers provided. Call our office if you have questions or concerns. Please complete the **property condition report** during the first week of your tenancy. Send to our office. Please retain a copy.

For maintenance & repair requests please submit a work order online at Trinityteamrealestateco.com
For all Accounting and Billing questions, please contact us at 303-539-8193.

- 1. Tenant Information Checklist
- 2. Tenant Information and Instructions
- 3. Service & Repair
- 4. Important Contacts
- 5. Cleaning List
- 6. Safer Household Substitutes
- 7. What You Must Do To Produce A Good Lawn
- 8. Lawn Care Program
- 9. Common Drain Problems
- 10. Why Should We Recycle
- 11. Gardening Tips – Winter Months
- 12. Community Pet Laws

Tenant

Date

Property Address