

**Exhibit A**  
**Residence Standards for Rental Management Agreement**

Residences shall be furnished with durable and aesthetically pleasing furnishings. It is important that all dishes, glassware, pots and pans, etc. be maintained in excellent condition. These items will need to be replaced occasionally to ensure your Residence is in compliance with the quality standards as set forth in the Rental Management Agreement.

The Residence Standards are as follows:

**1. Major Appliances:**

- a. Washer/Dryer
- b. Range and Oven
- c. Refrigerator/Freezer
- d. Microwave Oven
- e. Dishwasher

**2. Furniture and Miscellaneous:**

- a. Dining Room Table and Chairs to accommodate the maximum occupancy for the Residence
- b. Living Room Set (i.e. Couch, Chairs, End Tables) to accommodate the maximum occupancy for the Residence
- c. Balcony Table and Chairs (4 chairs minimum)
- d. All living areas need to have adequate table or floor lamps and/or adequate overhead lighting for reading.
- e. Smoke Detectors within each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping room
- f. CO Detector is required on each floor and outside of each sleeping area

### 3. Smallwares & Electronics:

Category	Description	Fixed	Per Bed, Bathroom or Closet	Per Occupant
Bathroom Accessories	Wastebasket		1	
Bathroom Accessories	Night Light		1	
Bathroom Accessories	Wastebasket Liner		1	
Bathroom Accessories	Tissue Cover Box		1	
Bathroom Accessories	Soap Dish		1 Per Sink	
Bathroom Accessories	Toilet Brush		1	
Bathroom Accessories	Toilet Plunger		1	
Bathroom Accessories	Hair Dryer		1	
Bedroom Accessories	Clock Radio		1	
Closet Accessories	Luggage Rack		1	
Closet Accessories	Clothes Hanger		10	
Closet Accessories	Storage Bag for Pillow and Blanket		1	
Dinnerware	Dinner Plate			2
Dinnerware	Salad Plate			2
Dinnerware	Mug			2
Dinnerware	Soup Bowl			2
Dinnerware	Serving Platter	3		
Dinnerware	Serving Bowl	3		
Dinnerware	Creamer	1		
Dinnerware	Sugar Bowl (w/Lid)	1		
Flatware	Dinner Fork			2
Flatware	Dinner Knife			2
Flatware	Salad/Dessert Fork			2
Flatware	Dessert/Soup Spoon			2
Flatware	Coffee/Tea Spoon			2
Flatware	Serving Fork	2		
Flatware	Serving Spoon	2		
Glassware	Large Size Glass - Plastic			2
Glassware	Large Size Glass - Glass			2
Glassware	Medium Size Glass - Glass			2
Glassware	All Purpose Wine Glass - Glass			2
Glassware	Pitcher - 2qt Glass Clear	1		
Cookware	Cookware Set (10pc)	1		
Cookware	Skillet (12 inch)	1		
Small Appliances	Blender	1		

Category	Description	Fixed	Per Bed, Bathroom or Closet	Per Occupant
Small Appliances	Coffee Maker	1		
Small Appliances	Reusable Coffee Filter	1		
Small Appliances	Toaster	1		
Small Appliances	Hand Held Mixer	1		
Kitchen Accessories	Baking Dish (Rectangle) - 3qt Glass	1		
Kitchen Accessories	Baking Dish (w/Lid) - 1.5 Qt Glass	1		
Kitchen Accessories	Baking Sheet	1		
Kitchen Accessories	Can Opener - Hand Held	1		
Kitchen Accessories	Casserole Dish (w/Lid) - 2.5 Qt Glass	1		
Kitchen Accessories	Colander	1		
Kitchen Accessories	Cutting Board	1		
Kitchen Accessories	Flatware Drawer Organizer (forks/ knives, etc.)	1		
Kitchen Accessories	Grater	1		
Kitchen Accessories	Ice Cream Scoop	1		
Kitchen Accessories	Knife Block Set (13-piece minimum)	1		
Kitchen Accessories	Ladle	1		
Kitchen Accessories	Measuring Cup Set	1		
Kitchen Accessories	Measuring Spoon Set	1		
Kitchen Accessories	Meat Thermometer	1		
Kitchen Accessories	Mixing Bowl Large	1		
Kitchen Accessories	Mixing Bowl Medium	1		
Kitchen Accessories	Mixing Bowl Small	1		
Kitchen Accessories	Oven Mitt (silicone)	2		
Kitchen Accessories	Paper Towel Holder	1		
Kitchen Accessories	Pancake Turner	1		
Kitchen Accessories	Plastic Storage Container - Large w/ Lid	1		
Kitchen Accessories	Plastic Storage Container - Medium w/ Lid	2		
Kitchen Accessories	Plastic Storage Container - Small w/ Lid	2		
Kitchen Accessories	Pizza Cutter	1		
Kitchen Accessories	Pizza Pan	1		
Kitchen Accessories	Potato Masher	1		
Kitchen Accessories	Salad Bowl	1		

Category	Description	Fixed	Per Bed, Bathroom or Closet	Per Occupant
Kitchen Accessories	Salad Tongs/Servers	1		
Kitchen Accessories	Salt & Pepper Mill Set	1		
Kitchen Accessories	Scissors/ Shears	1		
Kitchen Accessories	Spatula	1		
Kitchen Accessories	Spaghetti Server	1		
Kitchen Accessories	Tea Kettle	1		
Kitchen Accessories	Tongs	2		
Kitchen Accessories	Trivet (6"x 6")	1		
Kitchen Accessories	Utensil Tray	2		
Kitchen Accessories	Vegetable Peeler	1		
Kitchen Accessories	Whisk	1		
Kitchen Accessories	Placemat			1
Barware	Coaster			2
Barware	Corkscrew	1		
Barware	Ice Bucket	1		
Miscellaneous	Iron	1		
Miscellaneous	Ironing Board	1		
Miscellaneous	Ironing Wall Organizer	1		
Miscellaneous	Fire Extinguisher	1 per floor		
Miscellaneous	Flashlight (rechargeable)	1		
Miscellaneous	Vacuum	1		
Miscellaneous	Laundry Basket	1		
Miscellaneous	Mop and Bucket	1		
Miscellaneous	Broom and Dust Pan	1		
Miscellaneous	Step Ladder	1		
Miscellaneous	Smart Television – 42" Minimum	1		

4. Linen & Terry (1 Par):

Category	Description	Fixed	Per Bed or Bathroom	Per Closet
Bedding	Flat Sheets		2	
Bedding	Blanket		1	
Bedding	Blanket			1
Bedding	Mattress Pad		1	
Bedding	Duvet		1	
Bedding	Duvet Insert		1	
Bedding	King Pillows		4	
Bedding	King Pillow Cases		4	
Bedding	King Pillow Protectors		4	
Bedding	Queen or Full Standard Pillows		2	
Bedding	Queen or Full Standard Pillow Cases		2	
Bedding	Queen or Full Standard Pillow Protectors		2	
Bedding	Twin Standard Pillows		2	
Bedding	Twin Standard Pillow Cases		2	
Bedding	Twin Standard Pillow Protectors		2	
Bedding	Closet Standard Pillows			1
Bedding	Closet Standard Pillow Cases			1
Bedding	Closet Standard Pillow Protectors			1
Terry	Bath Towels		3	
Terry	Hand Towels		3	
Terry	Wash Cloths		3	
Terry	Bath Mats		1	
Terry	Makeup Towels		2	
Terry	Pool / Beach Towels		2	
Kitchen	Dish Cloths	4		
Kitchen	Dish Towels	4		
Kitchen	Pot Holders	4		

**Exhibit B**  
**Maintenance Residence Checklist**

Residence #: \_\_\_\_\_ Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

**Front Entry**

- Check entry lights and replace bulbs if needed at Owner's expense.
- Make sure front door does not stick or is not easily opened.
- Check front doors for any scuff marks or dents.
- Check the lock and ensure keys work.

**Kitchen**

- Check all cabinets/drawers and ensure they open easily.
- Shelves in cabinets hung properly.
- All cords are neatly coiled.
- Check all appliances.
  - Ensure sure they are all functional and operable.
  - Ensure the clocks are properly set.
  - Light works.
- Water faucets working.
- Soap dispenser full.
- Sprayer working (if applicable).
- Garbage disposal working properly.
- Remove any of Owner's personal food and beverage items.
- Check lights and replace bulbs if needed at Owner's expense.

**Bedroom/Bath**

- Check drains.
- Check closet doors.
  - Check shelves in closet.
  - Ensure they are attached correctly.
- Drawers/doors on vanity working properly.
- Ensure faucet/showerheads work properly.
- Check all towel bars and toilet paper holders.
- Ensure mixing valve is working (hot, cold, warm water).
- Check lights and replace bulbs if needed at Owner's expense.

### Laundry

- Hot water/cold water turned on.
- Check cabinets and cabinet hinges.
- Washer/Dryer hooked up correctly and is operable.
- Check laundry room doors for proper opening and closing.
- Check lights and replace bulbs if needed at Owner's expense.
- Check the lint trap to make sure it is clean and in good working order.

### Living Area

- Audio equipment operable.
- Check fireplace. Make sure it is working properly.
- Speakers hooked up and working (surround sound).
- Check lights and replace bulbs if needed at Owner's expense.
- All components in the entertainment Center connected properly.
- TV Remote on coffee table (lying on AV instructions) and cable is operable.

### Windows

- Check all windows and ensure they open properly.
- Check sliding glass doors on patio and ensure doors are on tracks and not stuck.
- Check sliding screens and ensure screens are on tracks and do not have holes or tears.

### Other

- Check all framed wall art for cleanliness and straightness.
- Set thermostat on fireplace to acceptable temperature (seasonal).
- Set thermostat to acceptable temperature and insure heat/AC is operable.
- Ensure all clocks (wall mounted, appliances, AV equipment, etc.) are properly set.
- Exterior light fixtures are free of bugs/debris and replace bulbs if needed at Owner's expense.