



# DCM

PO BOX 22  
Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

**Darwin Capital Management Group**

## ***CONGRATULATIONS!!!!***

*on your decision to choose a customized residence from Darwin Capital Management Group as your new home. We have taken great care to recondition your new residence by modernizing it as much as possible while maintaining the architectural integrity of its original design. Most of our homes have brand-new high-efficiency HVAC systems, new insulation, stainless steel appliances, granite counter tops, new bathroom fixtures, new carpeting and custom painting throughout.*

We have heard many people say that our homes are “Too nice to be rental properties”. First, we believe that by offering a superior product, our homes will require less maintenance and attract a higher quality of renter. In our opinion, we are remodeling our homes to a level that is superior to most of the homes in the area, and we pride ourselves in offering a higher product for a reasonable price. Second, one of our major goals is to transition our ‘tenants’ into homeowners. Because of the tough economic times, we have been able to buy our homes at well below market price. For our tenants who choose to participate in our Lease To Own Program, we will credit a portion of your rent towards a down payment in your new home. Therefore, you can enjoy renting while taking that time to improve/repair your credit, and take advantage of this program. We simply require that you must remain current with your rent payments and follow the guidelines as outlined in the renter’s agreement documents in order to take advantage of this wonderful opportunity to own your own home and avoid forfeiting any money that has been set aside. We hope that this program encourages you to maintain your home, because we want you to be as excited about your home as we are!

In addition to the improvements that you can see, every home has been remodeled with energy efficiency in mind. We pride ourselves on providing a home that is substantially more energy efficient than those of your new neighbors. By upgrading those features that are most desirable to you, our clients, and then adding those features that are most needed for your comfort and convenience, we believe that we offer an outstanding value.

In order to better educate you about the home, explain your responsibilities as well as our responsibilities, and provide you with all the information you should ever need about the community, your home, and our processes, we are providing you with this manual. The following pages should help to educate you with handy hints and important information as well as important phone numbers and forms you will need. Please read it carefully at your leisure and we believe that it will provide you with almost everything you need to know to enjoy your new home and your rental experience with us. Once again, thank you, and make sure to let us know if you have any questions or concerns about your new home in the future.

*David and Adam Cohen*

Darwin Capital Management



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## Frequently Asked Questions

*We are pleased you've chosen a DCM house for your new home. Please take a few minutes to review the following Frequently Asked Questions, as at least one of them will likely come up during your tenancy.*

### How do I handle repairs that may be needed?

*For those houses that have just been remodeled, but have not yet been lived in, we fully expect there to be a couple of minor kinks that may need to be adjusted after move-in. Other homes may need some minor repairs as well. In order to have the repairs taken care of in an orderly manner, we have set aside two weekdays for our contractors to handle maintenance items. Please notify us of any necessary repairs, no matter how minor! A minor issue such as a small leak or a dying tree could turn into a major renovation if it is not taken care of immediately. While we will do our best to fix your repair in a timely fashion, please keep in mind that items are handled in order of request and priority. Certain emergency cases (major leaks, safety issues, etc) will be handled immediately, but we do promise that all issues will be taken care of in a timely fashion.*

### What is an "emergency"?

*Emergency repairs or situations are those that require immediate attention in order to reduce or eliminate extensive damage or those that are needed to solve immediate life or safety issues. Repairs that would fall into this category are : failure of the heating system during the wintertime; a significant water leak from a water supply line; a natural disaster such as a tree hitting the home; a break-in where the door is severely damaged; a fire; a complete electrical system failure etc. Examples of items that are not "an emergency" are: inadequate air conditioning; an individual toilet or sink that is blocked; an electrical outlet/circuit that doesn't work; a window pane is broken; etc. In the case of an emergency, please contact the appropriate party as listed on the attached phone list. During daytime hours, please contact the management office first.*



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## Darwin Capital Management Group

### What items am I responsible for replacing?

*DCM takes great pride in our management company, and are specifically looking to separate our level of service from that of inexperienced, incompetent, or downright unscrupulous landlords that you, or someone you know may have had the unfortunate displeasure of dealing with in the past. Therefore, while we are committing to an exemplary level of service, even the most minor repairs do take an exceptional amount of energy, as well as substantial cost. Because of that, we do expect that you take a certain amount of initiative prior to calling us on an item, and there are certain minor maintenance items that are considered a tenant's responsibility. For example, small items that take little effort/cost to replace such as light bulbs, batteries in the smoke detectors, and other similar items are considered tenant responsibilities. Additionally, please check to make 100% sure that an item is broken prior to calling us out. For example, if an outlet stops working, or a light isn't going on, please check the breaker box or GFI circuit to make sure a breaker didn't trip. If a service call is made for an item that is actually working properly, there may be a service charge.*

### What if my rent is late?

*Your rent is due and payable on the first of each month, as per your lease agreement. We feel that we are being extremely flexible by delaying the late fee until after the 5<sup>th</sup> of the month, which should allow plenty of time for your check to arrive. PLEASE CONTACT US (in a rare occasion) IF YOU DON'T BELIEVE THAT YOUR RENT CHECK WILL ARRIVE ON TIME. If for some reason you don't have the money to pay this month, we have arranged for a third-party billing that takes credit cards. If we are not contacted, and the rent is not received on the 5<sup>th</sup>, eviction will be filed on the 7<sup>th</sup> of the month. Additionally, if you are concerned that your check won't arrive in time, we will do our best to be flexible for last minute in person drop-offs. In any case, rent not received by the 5<sup>th</sup> of the month will be considered late, and subject to late charges as stated in your lease. Additionally, returned checks for insufficient funds will be subject to an additional \$25 dollar charge, on top of the late fee. If we find insufficient funds to be a constant problem, we will require a bank/certified check or money order for payment.*

### What do I do if I lose my key?

*It is extremely important for the security of your property as well as your personal security that you take care of your entrance key. Occasionally you may find yourself locked out of your home, or in need of a replacement key. We charge \$20 for a replacement key. Lockout fees will vary. We charge \$35 for a lockout during business hours (M-F 9:00-5:00), and the charge will be additional during non-business hours. Please be aware that you are not allowed to give copies of your keys to non-residents, and any damages to our properties that occur as a result of a break-in are your responsibility, and are one more reason why you should take out renter's insurance.*



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### **Do I need renter's insurance?**

*We recommend it. Renter's insurance is a very inexpensive way to protect your belongings, and reduce your loss in the case of robbery, as well damage to your property that is caused by leaks, fires, etc. DCM is not responsible for any damage to your belongings, and you are responsible for any damage that takes place to appliances, kitchens, baths, windows, etc. We are more than happy to refer you to Tanover Insurance, who provides us with insurance for all of our houses. They will be offering special rates to our renters.*

### **What if I'm having a problem with a neighbor?**

*It is important to do your best to get along with your neighbors. Generally, problems with you and your neighbors are best resolved amongst yourselves. Be aware that a fight with a neighbor can cause problems with your home in the future, as certain issues such as fences, trees, and other items that exist near the property line can be called into question. Proving a point can be much more trouble than it's worth!*

### **Can I make changes or improvements such as painting, window treatments or landscaping?**

*In general, we welcome our tenants' desires to improve their properties. We do require that you ask permission prior to making changes and improvements since certain work requires permits, or may be detrimental in a way that is not obvious. All changes or improvements need to receive our prior written consent.*

*We are spending a significant amount of money to paint the interior of all of our properties. Therefore, it is not permitted for you to paint your own colors, since our neutral colors were picked out by our designers to appeal to a large percentage of the marketplace. In regards to window treatments, we generally provide blinds. If you would like to add curtains or other window treatments please let us know beforehand and we will generally give approval. Regarding landscaping, please feel free to plant flowers and or mulch as you see fit. If you wish to plant other bushes or trees please let us know beforehand.*





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### Important Information for New Residents

Welcome! We wish you health and happiness in your new home. Listed below please find helpful information relating to your new residence.

<b>Landlord:</b>	<b>Darwin Capital Management</b>	<b>(856) 770-8588</b>
<b>Police :</b>	<b>Willingboro Police</b>	<b>(609) 871-7476</b>
<b>Water Co. :</b>	<b>Municipal Authority</b>	<b>(609) 877-2900</b>
<b>Ambulance :</b>	<b>Willingboro Ambulance</b>	<b>(609) 877-4357</b>
<b>Township Dept:</b>	<b>Willingboro Township</b>	<b>(609) 877-2200</b>
<b>Cable TV :</b>	<b>Comcast</b>	<b>(800) COMCAST</b>
<b>Fire Dept. :</b>	<b>Willingboro Fire</b>	<b>(609) 877-3003</b>
<b>Electric Co:</b>	<b>PSEG</b>	<b>(800) 436-PSEG</b>
<b>Gas Co :</b>	<b>PSEG</b>	<b>(800) 436-PSEG</b>
<b>Landscaper :</b>	<b>Elite Landscaping</b>	<b>(856) 753-1944</b>

#### Other Helpful Numbers

<b>Plumber/HVAC :</b>	<b>Fantes Heating and Air</b>	<b>(609) 835-1512</b>
<b>Emergency Electrician:</b>	<b>Paul Kohler</b>	<b>(609) 221-4835</b>
<b>Carpet Cleaner:</b>	<b>American Carpet Cleaning</b>	<b>(609) 877-3321</b>
<b>Cleaning Service :</b>	<b>Mom's Cleaning and Janitorial</b>	<b>(609) 526-4232</b>
<b>Insurance:</b>	<b>Tanover Associates</b>	<b>(856) 939-5040</b>
<b>General Help</b>	<b>Brett Kelly</b>	<b>(609) 868-7601</b>

#### Household Safety Information

<b>Location of fire extinguisher(s) :</b>	<b>Kitchen</b>
<b>Location of Smoke Detector(s) :</b>	<b>There should be one near the mechanical room, and no further than 10 feet from a bedroom</b>
<b>Location Circuit Breaker Panel:</b>	<b>Typically in the garage, or the laundry room</b>
<b>Location of Water Shut Off Valve:</b>	<b>Typically at the Water Heater or under kitchen sink</b>



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# Home Renter's Guide

## Maintenance and Cleaning

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### 1. Landscaping

- a. **Lawn** - *In most cases, lawn cutting is the responsibility of the home-renter. According to your lease, we have stipulated that lawn cutting is your responsibility, and the city of Willingboro fines (upwards of \$200 per cut) for homes that aren't cut regularly. As a benefit to you, we have decided to provide lawn cutting as a service as long as we get cooperation from you, the home-renter. This cooperation includes removing lawn furniture, toys, other obstructions, and dog/cat droppings that are from your pet. We have contracted to have the lawn cut every week or two during the cutting season depending on the weather.*
- b. **Shrubbery** - *to be maintained by the home-renter*
- c. **Mulch** - *to be maintained by the home-renter*

### 2. Driveway - *snow removal/salting is the responsibility of the home-renter as needed.*

### 3. Exterior (siding, shutters, roofing, gutters, painting) - *The Exterior maintenance is our responsibility. Please inform us of any issues or damages that may arise. In addition, please be aware that any roof leak issues cannot really be repaired until we have a dry day, so please be patient. Because of that, a roofing leak is aggravating however it does not qualify for an emergency service request. If this occurs. Please put a container under the leak in and call us.*

### 4. Front Door - *The front door lock has been re-keyed specifically for your family. No one other than you or our office has a key for your home. Please do not give your key to any non-residents. Also, do not allow any subcontractors or outside utility employees into your home without you or your representative being there. **We do not take responsibility for lost or missing items as a result of one of our Trade Partners ( subcontractors).***

### 5. Screen Door - *In any house where the screen/storm doors are in poor condition, we have made the decision to remove them. This decision is based on our prior experience with these doors constantly breaking, and the fact that they are no longer necessary because of the central updated and high-efficiency HVAC. Should you choose to install a screen or storm door please submit a request in writing to us in advance with the information as applicable.*



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**6. Windows** - *We have cleaned the windows prior to you moving in. Any cleaning required during your tenancy is your responsibility. Please inform us if you have any difficulty locking the windows or of any other mechanical issues that arise.*

- a. **Screens** - *We are providing screens for the majority of the windows. Please make sure that there is no damage to the screens. Damages that occur after the first week will be the tenant's responsibility to replace or repair.*
- b. **Window Treatments** - *We are initially supplying window treatments for most of your windows. Any damage to window treatments is the tenant's responsibility to replace. In most cases we will allow you to add your own window treatments/curtains, however prior written approval is required.*

## 7. Patio Door

- a. **Patio Door** - *Please let us know of any mechanical issues with the door (lock, sliding, etc.)*
- b. **Patio screen door** - *Please make sure that there are no damages to the screens. Damages that occur after the first week will be the tenant responsibility. Doors that are not sliding patio doors cannot have screens easily installed on.*

**8. Drywall** - *We have completely skim coated and repainted the drywall and therefore most imperfections should have already been resolved. While minor drying cracks may occur, please let us know if any substantial cracks present themselves. It is our responsibility to handle substantial cracks or small nail holes due to your hanging pictures or mirrors but; any physical damage to the drywall such as large holes, gouges due to pets, etc. remains the renters' responsibility.*

**9. Painting** - *We have just recently repainted all of the houses prior to move-in, at a great expense. Therefore, you are not permitted to paint the walls during your tenancy. Typical scratches/scuffs on the paint will be taken care of by the landlord upon vacancy, but any major damage will be the responsibility of the tenant. We can supply small quantities of paint if you need it to do touchups.*

**10. Appliances** - *In almost all cases, we had purchased new appliances for your home at the time that we did a complete remodeling. These may be still under warranty. If something is wrong with the appliance, please contact us first and we will determine how best to get it repaired. Any physical damage to these appliances beyond normal wear and tear will be charged to the tenant upon move out.*

- a. **Warranty/Maintenance Info** *(For more info see user guide)* -  
*For Frigidaire appliances call 1 800 FRIGIDAIRE.*  
*For GE Appliances call 1 800 GE CARES*
  - i. **Refrigerator** - *A freezer that contains too much frost cannot function at its best; whenever frost gets to be 1/4-inch thick in your freezer, it's time to defrost.*



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- ii. **Dishwasher** - *Wait until you have a full load of dishes before running the dishwasher; this will not only save you money on energy and water bills, but can also extend the life of your appliance.*
- iii. **Range/oven** - *In general, our ovens are not self-cleaning which helps to save energy. This means that you should be cleaning them after each use. Use caustic oven cleaners **after** simpler measures do not work **and** you must protect the cabinetry and flooring against spills from these chemicals.*
- iv. **Washer/Dryer** - *For most items, lowering the water temperature to warm wash and cold rinse will get your clothes clean and reduce your energy bills. Clean the lint trap before you use the clothes dryer each time; this will prevent a fire hazard, save you energy, and make your clothes dry faster. Regardless of what kind of exhaust duct work you have, clean the outside vent once a year and make sure it opens when the dryer is on and closes properly when the dryer is off. And remember, don't let lint and debris accumulate under a dryer or it can become a fire hazard!*
- v. **Microwave** - *Do not operate without food in the microwave. Also, do not use metal pots, aluminum foil, or dishes that have metal in the dish pattern since these will cause sparking and possible damage/blackening of the microwave walls. To remove hard to get splatters and eliminate odors, put two - four tablespoons of lemon juice in a bowl full of water and run on high for 5 - 7 minutes. As the water boils, the steam will help to loosen stuck on food and vapors from the lemon will mitigate yucky smells. Be sure to use a soft cloth that will not scratch the inside. Old torn up T-shirts made into rags are perfect for this!*
- vi. **Cooktop** - *Yellow flames in a gas stove are an indication of a problem. Flames should always be blue, so seeing other colors means that you're not running at full efficiency.*
- vii. **Garbage Disposal** - *If you've got a lemon that's a little past its prime, cut it in quarters and run it through your sink disposal to freshen your drain. **If the garbage disposal jams, try using an Allen wrench to move the bottom plate. If there's no power to the unit try pushing the reset button on the bottom underside of the unit.***

**11. Countertops** – *Most of our houses have granite countertops. We chose them because they are one the most durable, attractive, and germ-free options. however certain precautions must be taken to assure that the countertop stays in pristine condition. The most common misperceptions are that granite cannot be damaged by **a) cutting, b) heat, and c) staining.** While granite tops are durable, in many cases granite tops can be scratched, stained, and warped if you are not careful. First, please be sure to always use a cutting board when cooking (such as the one we gave you as a present). Second, please do not place a scalding pot or pan directly on the top. Third, anything spilled on the granite should be wiped up immediately. The same rules apply to Ceramic and Formica, as these tops are even more susceptible to damage than the granite.*

**12. Cabinets** – *In the majority of cases, we have installed new cabinets in the kitchens of our houses. It is extremely important that you immediately clean up any spills, and dry off the*





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*cabinets immediately after cleaning to avoid warping and staining. Cabinets can be cleaned using a non-caustic cleaner such as 409. Do not use Murphy's oil soap on any wood product!*

**13. Plumbing** – *Willingboro is infamous for plumbing drain issues, as a result of smaller sewer lines. Prior to move-in we have decided to "snake" all of the sewer lines, and in some cases install cleanouts. If you notice that any of your toilets, showers, or washing machines are not draining, please call us to let us know. If the faucets in your home were not reasonably new they were replaced with new faucets at the time that we remodeled.*

## 14. Bathrooms –

- a. **Windows and Mirrors** - *In a 32 oz. spray bottle, add 1/3 cup white (clear) vinegar and 1/4 cup rubbing alcohol. If you absolutely must have another cleaner, add 1 tablespoon automatic dishwashing detergent. It is the Tenants responsibility to clean.*
- b. **Tubs and Shower Stalls** - *Over time, tubs and shower stalls can get dirty, and the longer they remain uncleaned the harder the dirt is to remove. Please make sure that the tubs and shower stalls are being cleaned on at minimum a bi-weekly basis*
- c. **Toilets** - *If the toilets are not flushing properly please let us know. If a tenant has flushed something unreasonable causing a plumbing issue, the tenant may be charged. Standard plumbing issues are the landlord's responsibility. (Please see addendum for details and additional cleaning instructions)*
- d. **Sinks** - *Once a month, pour one cup of baking soda, followed by one cup of white vinegar down the drain. Wait an hour and flush with warm water. The combination fizzes away most of the buildup - works for shower, tub, toilets, etc. To make stainless steel sinks shine and look better you can use cooking oil or three and one oil.*
- e. **Shower Curtain Rods** - *We will provide shower curtain rods where applicable however it is the home renters responsibility to provide their own shower curtains and hooks*
- f. **Shower Door** - *Generally we do not provide shower doors or bathtub doors. However, where they are provided they should be kept clean and mold free.*

## 15. HVAC (air filters, emergency switch, registers) –

*The majority of our homes have brand new central HVAC systems. Homeowners are responsible for utilities, so you are welcome to run your heat and air conditioning as often as you like. We do provide a setback thermostat which if used properly will save you money and save the environment as well. To keep your air conditioning system running efficiently, one of the least expensive and easiest things you can do is replace the filter. Filters are extremely inexpensive, and will be provided to you upon request.*



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*If you have any emergency issues with your heat and air conditioning, you may contact Fante's Heating and Air, 35 Charleston Road, Willingboro, NJ 08046, 609-835-1512. The majority of our systems are under warranty with Fantes. Before calling we would suggest that you check the emergency cutoff switch, the circuit breaker, and the thermostat setting. There is an emergency cutoff switch near each HVAC unit. If the fan is not operating, then it is an electrical issue.*

## 16. Electrical (circuit breakers, GFI outlets)

*Please inform us if you are having any issue with the electric in the home. While much of the electric has been updated, some of the wiring may be older. An uncorrected electrical problem may be a risk for a fire. Therefore it's important that we take care of them immediately. Please let us know. Any electrical problems resulting from tenant abuse will result in a charge.*

## 17. Cable TV –

*Cable Television or Direct TV will be the responsibility of the tenant. The overwhelming majority of our homes have cable already run to the house and often there are jacks in the most appropriate locations.*

## 18. Telephone –

*Telephone will be the responsibility of the tenant. In most cases at least one phone line has been run to the house, and jacks are generally present.*

## 19. Flooring

**Ceramic** - Please let us know if the grout is cracking or the caulking needs replacement. Cleaning Ceramic tile: Regular rubbing alcohol works wonders for a ceramic floor. Just pour straight on and rub around with a mop until it dries. Make sure children are not in the area during this process and have good ventilation in the room. Alternatively –

*Step 1 - Prepare the Floor - Sweep and mop the floor to get rid of any debris. Leave the floor slightly damp, but not drenched. Spray a generous amount of non-abrasive bathroom cleaner onto the grout. Do not use an abrasive cleaner as it may remove not only dirt and grime, but part of the grout as well. Let the cleaner soak in for a few minutes.*

*Step 2 - Scrub the Grout - Fill the bucket with a mixture of hot water and a small amount of the bathroom cleaner and set it on the floor. If desired, wear knee pads. Wet the scrub brush with the hot water mixture and scrub the grout with a back and forth motion. At this point, you will notice the grout lightening in color.*



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*Step 3 – Rinse - The last thing to do is to mop the floor once more with clear, warm water. Once the floor is dry, your tile grout should be good as new!*

***Carpeting*** – We understand that there is going to be general wear and tear with carpet. We expect that dirt will come up with a professional carpet cleaning. Please make sure there are no stains on the carpet that will ruin it.

**20. Trash** - Trash Removal is once a week as per the township schedule. Please keep in mind that an excessive amount of trash may require special arrangements with the township.

**21. Pests** – Please inform us if you are having any pest issues. Certain pests, such as termites and carpenter bees can cause permanent damage to homes and are our responsibility. Pest problems such as wasp and bee nests, or ordinary ants are the responsibility of the tenant, but for a charge we are willing to assist you with pest remediation.



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# ONLINE PAYMENT

Dear Tenants of our DCM properties:

In an attempt to make paying rent less expensive, we have decided to allow tenants to pay rent via online banking. This should not cost anything, although online banking varies by bank/credit union.

Please make all online payments payable to:

Darwin Capital Management Group  
PO BOX 22  
Voorhees, NJ 08043

In the memo section please include the property address.

Finally, please make the payment by the 1<sup>st</sup> at the latest, since it takes 3-4 business days to arrive. We count rent late if we haven't received by the 5<sup>th</sup> of the month, so if an online payment is made on the 5<sup>th</sup> it likely won't arrive until the 9<sup>th</sup> or 10<sup>th</sup>, and will be subject to late fees.

Sincerely,

David Cohen

Managing Partner  
Darwin Capital Management Group

Adam Cohen

Managing Partner  
Darwin Capital Management Group



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## **Eviction and How it Affects You**

Dear Tenant,

Hopefully this is a topic that will not have to be addressed; however we feel that it is important for you to understand just in case something were to happen. It's possible that you may not know about or understand the ramifications of what it means to be the subject of an eviction proceeding. Below is a list of easy to understand consequences a person will face as a result of a legal eviction:

1. Eviction Court: This can be a humiliating experience and is a matter of permanent public record.
2. Dispossession: You will be forcibly removed from the premises. This can be an embarrassing experience and is matter of permanent public record.
3. Judgment(s): Your credit rating will be severely damaged. This may also result in
  - A collection process until your debt is paid in full
  - Possible seizure of assets you may own, including bank accounts
  - Garnishment of wages
  - Notification of credit bureaus causing inability to qualify for lines of credit, including credit cards, car loans and mortgages.
  - Notification of National Tenant Reporting Services causing inability to qualify for rental housing (Most quality rentals require credit & tenant screening)

Please be aware that this is something we take very seriously and we act immediately on if we do not receive our rent payments on time. Therefore, please let us know if there is some reason why a rent payment has been delayed. Thank you very much.

Sincerely,

*David and Adam Cohen*

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## NOTICE TO VACATE OR RE-NEW LEASE

Date of notice: \_\_\_\_\_

TENANT(S): \_\_\_\_\_

PREMISES: \_\_\_\_\_

LEASE EXPIRATION DATE: \_\_\_\_\_

RENT INCREASE: \_\_\_\_\_

**Instructions:**

1. Please indicate if you wish to re-new your lease, or if you intend to vacate by the expiration of your current lease by circling either "re-new" or "vacate".
2. Be sure to sign and date this notice.
3. Return this completed notice to your landlord or his agent in the envelope provided by you so that we may process your request.

Please circle whether you wish to re-new or vacate

### RE-NEW LEASE or VACATE

Notice to Darwin capital management,

I agree to re-new our lease for a term of \_\_\_\_\_ at the rent of \$ \_\_\_\_\_

beginning \_\_\_\_\_ and ending on \_\_\_\_\_. I understand that the terms, rights and conditions in our original lease will still apply as agreed.

**Or**

I intend to vacate the premises on \_\_\_\_\_, leaving the property in good condition as agreed upon in my lease, no later than the expiration of the term of our lease.

\_\_\_\_\_  
Date: \_\_\_\_\_

Tenant's signature

\_\_\_\_\_  
Date: \_\_\_\_\_



# DCM

PO BOX 22  
Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

**Darwin Capital Management Group**

## TENANT'S NOTICE TO VACATE

To: Darwin Capital Management Date: \_\_\_\_\_

Please take notice of our intention to vacate our residence located at

\_\_\_\_\_  
On or before \_\_\_\_\_

The reason we are moving is:

\_\_\_\_\_  
We understand that our deposit will be refunded as agreed, less past due unpaid charges, if any, after we have moved out completely and returned possession of the premises to the management, as long as we leave the residence in clean and undamaged condition.

We understand that our Lease/Rental Agreement states that we have agreed to a \_\_\_\_\_ day written notice to vacate. We understand that we are responsible for paying rent through the end of the term agreed to in the Lease/Rental Agreement or until another tenant is approved by the management and has taken occupancy, whichever happens first. As we have agreed in our Lease/Rental Agreement, we will make the premises accessible to show to prospective tenants or purchasers at any and all reasonable times, whether we are present or not.

Please Return Deposits to our new address at:

\_\_\_\_\_  
We would like to request a reference from you.

Thank you, but we do not need a reference.

Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_



# DCM

PO BOX 22  
Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

## Darwin Capital Management Group

# DAMAGE CHARGES GUIDE

Below is a list of estimated charges of assorted items or jobs that may sometimes be required after a home is vacated. It is our strong desire and wish that we can return all of your security deposit because of the outstanding condition in which you have left your most recent home with us as the landlord. However, circumstances sometimes cause all of us not to fill our obligations. Should there be a need based on the homes conditions the following charges will apply. All charges are including labor and any parts or materials required. Tenants are not responsible for normal wear and tear, although excessive wear and tear and neglect may incur charges.

ITEM	PRICE
<b>CLEANING</b>	
Clean refrigerator	50.00
Clean stovetop	50.00
Replace stove drip-bowls	28.00
Clean oven	50.00
Clean stove hood	20.00
Clean kitchen cabinets	150.00
Clean kitchen floor	50.00
Clean tub/shower and surround	30.00 (ea.)
Clean toilet and sink (per bath)	20.00
Clean bathroom. cabinets and floor	25.00
Clean carpets (per room)	75.00
Vacuum throughout dwelling	40.00
Window cleaning (per unit)	11.00
Clean greasy parking spaces	25.00 (ea.)
Clean fireplace	35.00
<b>FLOORING</b>	
Remove carpet stains	200.00
Deodorize carpet	150.00
Repair carpet tears	150.00
Repair hardwood floor	95.00
Refinish hardwood floor	380.00
Repair vinyl tiles	85.00
Replace floor tile	75.00
Replace ceramic tile	Varies

## WALLS



# DCM

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Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

## Darwin Capital Management Group

Remove mildew and treat surface	varies
Cover crayon/marker/pen marks	35.00
Repair hole in wall	100.00
Remove wallpaper N/A	145.00
Repaint (per standard room)	300.00

### DOORS

Repair hole in hollow core door	55.00
Repair forced door damage	75.00
Replace door (inside)	75.00
Replace door (outside)	285.00
Replace sliding glass door panel	375.00
Replace sliding door screen	65.00

### ELECTRICAL

Replace light bulb	2.50
Replace light fixture globe	25.00
Replace light fixture	55.00
Replace electrical outlet/switch	12.00
Replace electrical cover plate	5.50

### PLUMBING

Replace kitchen faucet	195.00
Replace bathroom faucet	145.00
Replace shower head	24.00
Replace toilet tank lid	45.00
Replace toilet seat	35.00
Replace toilet	265.00
Replace garbage disposer	125.00
Snake Toilet/Sink	200.00
Clear sewer/cesspool line	95.00

### WINDOWS & TREATMENTS

Replace window pane	75.00
Replace Venetian or Mini blind (ea)	75.00
Replace window shade	25.00
Replace window screen	25.00
Replace Vertical Blinds (Sl. Dr)	175.00

### LOCKS

Replace key	5.00
Replace door lock	47.00
Replace passage doorlock	28.00



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## Darwin Capital Management Group

Replace deadbolt lock	47.00
-----------------------	-------

### GENERAL REPAIRS

Replace refrigerator shelf	50.00
Replace stove/oven knob	16.00
Replace countertop	TBD
Replace kit/bath cabinet knobs	10.00
Replace mirror	50.00
Replace medicine cabinet	85.00
Replace towel bar	30.00
Replace tub/shower enclosure	195.00
RegROUT bath/shower tiles	165.00
Replace thermostat	75.00
Replace fire extinguisher	35.00
Remove junk and debris	250.00
Replace doorbell button	5.00
Replace doorbell unit	50.00
Replace Garage door (each)	500.00

### GROUNDS / EXTERIOR

Major yard Cleanup	TBD
Minor yard Cleanup	TBD
Mow lawn front and back	0.00
Clean gutters	185.00
Trim bushes	20.00

### EXTERMINATING

Exterminate for cockroaches	550.00
Exterminate for fleas	375.00





# DCM

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Darwin Capital Management Group

## LETTER TO TENANT MOVE- OUT REMINDER

Dear Tenant,

Thank you for giving us advanced notice that you are moving. Now that you are moving out, your lease/rental agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security as long as you have fulfilled your agreement with us.

**Specifically, you should:**

- Cooperate **with the showing of the residence for sale or re-rental, keeping it in presentable condition.**
- Begin **to put out all unwanted items for trash or special pick-up. ( Avoid piles of debris in front of your home on moving day.)**
- Remove **all food, debris, and other personal belongings.**
- Clean **(and defrost if necessary) refrigerator.**
- Clean **stovetop, oven and any other appliances.**
- Replace **any burned out light bulbs.**
- Clean **all floors and/or carpeting**
- Report **any and all damage in writing.**
- Upon **leaving, please be sure to fully secure the rental by locking all windows and doors.**

The designated place to leave all keys to your unit is on the kitchen countertop.

After you have vacated the rental, it will be inspected and re-video taped for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges. Good luck in your new home.

Sincerely,

*David and Adam Cohen*

Darwin Capital Management



# DCM

PO BOX 22  
Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

Darwin Capital Management Group

## KEY RECEIPT

I have vacated my residence at \_\_\_\_\_. This key receipt is my acknowledgement that I have returned the keys and possession of the premises. I understand I shall no longer have access to my former residence.

Date: \_\_\_\_\_

Keys received by: \_\_\_\_\_

Tenant: \_\_\_\_\_



# DCM

PO BOX 22  
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Phone: 856.770.8588  
Fax: 856.494.1578

**Darwin Capital Management Group**

## **Clean-up and Large Item Removal Reminder**

Dear Tenant,

Now that you have given us notice of your Intention to vacate, you will be in the process of packing your belongings. Please use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal, such as scheduling "Special Pick Up" from the Department of Sanitation, etc. Please keep in mind that these arrangements need to be made as soon as possible to avoid leaving the premises with accumulations of materials and debris.

In the event that you vacate, abandoning personal property or junk on the premises or in front of the property, you may be held responsible for the cost of removal for those materials. It is our intention to (and we know it is yours too) have a clean livable rental inside and out, to present to the new tenants on their move-in Day. We know how difficult it can be to be moving, so please accept our best wishes and thanks for all your cooperation.

Sincerely,

*David and Adam Cohen*

Darwin Capital Management

August 4, 2009



# DCM

PO BOX 22  
Voorhees, NJ 08043

Phone: 856.770.8588  
Fax: 856.494.1578

## Darwin Capital Management Group

### Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

#### Lead Warning Statement

*Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.*

#### Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) Known lead-based paint and/or lead-based paint hazards are present in the home(explain).

(ii) ☒ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the home.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) ☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the home (list documents below).

(ii) ☒ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the home.

#### Lessee's Acknowledgment (initial)

(c) ☒ Lessee has received copies of all information listed above.

(d) ☒ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

#### Agent's Acknowledgment (initial)

(e) ☒ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

#### Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date



**Phone:** 856.770.8588  
**Fax:** 856.494.1578

# NOTES:

[illegible]





**Phone:** 856.770.8588  
**Fax:** 856.494.1578

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



# Fire Safe and Secure

## A Factsheet on Security Bar Safety

**M**ore than 4,000 Americans die each year in fires, and 20,000 are injured. Security bars may help keep your family safe from intruders, but they can also trap you in a deadly fire! The U. S. Fire Administration (USFA), a part of the U. S. Department of Homeland Security, encourages individuals to use the following tips to help reduce the number of fire injuries and deaths associated with security bars on windows and doors preventing fire escape.

### USE QUICK RELEASE DEVICES ON BARRED WINDOWS AND DOORS

Windows and doors with security bars should have quick release devices to allow them to be opened immediately in an emergency. These devices operate from inside and allow the bars to be opened for emergency escape without compromising the security of your home. The quick release devices should be easy to open without the use of a key, detailed knowledge or great physical effort. Release devices vary by region and manufacturer. Contact your local fire department on a non-emergency number for information on approved release devices available in your area.

### CONSIDER RETROFITTING CURRENT SECURITY BARS

Security bars on windows and locked doors prevent escape from fire and also impede firefighters' rescue attempts. If the security bars in your home are permanently fixed or do not have quick release devices, they should be retrofitted with release devices.

### BE AWARE OF SECURITY BAR ISSUES WHEN PRACTICING FIRE ESCAPE ROUTES

Know and practice fire escape plans monthly, and use them to identify and correct obstructions of windows

and doors needed for escape from a deadly fire. Make sure that windows are not stuck, screens can be taken out quickly and that security bars can be properly opened.

It is important that everyone in the family understands and practices how to properly operate locked or barred windows and doors. Windows should open easily and be wide enough to allow escape, and locked or barred doors should operate quickly and easily.

### PLAN TWO EXITS OUT OF EACH ROOM

The best escape plans have two ways to get out of each room. If the primary exit is blocked by fire or smoke, you will need a second way out. A secondary route might be a window onto an adjacent roof or a collapsible ladder - evaluated by a nationally recognized laboratory such as Underwriters Laboratories (UL) - for escape from upper story windows.

### DESIGNATE A MEETING PLACE OUTSIDE AND TAKE ATTENDANCE

Designate a meeting location away from the home, but not necessarily across the street. For example, meet under a specific tree, at the end of the driveway, or on the front sidewalk to make sure everyone has gotten out safely. Designate one person to go to a neighbor's home to phone the fire department.

### ONCE OUT, STAY OUT

Remember to escape first, then notify the fire department using the 911 system or proper local emergency number in your area. Never go back into a burning building for any reason. Teach children not to hide from firefighters.

Finally, having working smoke alarms installed on every level of your home dramatically increases your chances of survival. Smoke alarm batteries need to be tested every month and changed with new ones at least once a year. Also, consider replacing the entire smoke alarm every ten years, or as the manufacturer guidelines recommend.



#### For more information contact:

The U. S. Fire Administration  
16825 South Seton Avenue  
Emmitsburg, MD 21727

or

Visit the USFA Web site:  
[www.usfa.fema.gov](http://www.usfa.fema.gov)



**Homeland  
Security**



# Get Out Safely!

## A Factsheet on Fire Escape Planning

**M**ore than 4,000 Americans die each year in fires, and 20,000 are injured. Deaths resulting from failed emergency escapes are particularly avoidable. The U. S. Fire Administration (USFA), a part of the U. S. Department of Homeland Security, believes that having a sound escape plan will greatly reduce fire deaths and protect you and your family's safety if a fire occurs.

### HAVE A SOUND FIRE ESCAPE PLAN

In the event of a fire, remember - time is the biggest enemy and every second counts! Escape plans help you get out of your home quickly. In less than 30 seconds a small flame can get completely out of control and turn into a major fire. It only takes minutes for a house to fill with thick black smoke and become engulfed in flames.

### SPECIAL CONSIDERATIONS

#### PRACTICE ESCAPING FROM EVERY ROOM IN THE HOME

Practice escape plans every month. The best plans have two ways to get out of each room. If the primary way is blocked by fire or smoke, you will need a second way out. A secondary route might be a window onto an adjacent roof or a collapsible ladder - evaluated by a nationally recognized laboratory such as Underwriters Laboratories (UL) - for escape from upper story windows. Make sure that windows are not stuck, screens can be taken out quickly and that security bars can be properly opened. Also, practice feeling your way out of the house in the dark or with your eyes closed.

#### SECURITY BARS REQUIRE SPECIAL PRECAUTIONS

Security bars may help to keep your family safe from intruders, but they can also trap you in a deadly fire! Windows and doors with security

bars must have quick release devices to allow them to be opened immediately in an emergency. Make sure everyone in the family understands and practices how to properly operate and open locked or barred doors and windows.

#### IMMEDIATELY LEAVE THE HOME

When a fire occurs, do not waste any time saving property. Take the safest exit route, but if you must escape through smoke, remember to crawl low, under the smoke and keep your mouth covered. The smoke contains toxic gases which can disorient you or, at worst, overcome you.

#### NEVER OPEN DOORS THAT ARE HOT TO THE TOUCH

When you come to a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame to make sure that fire is not on the other side. If it feels hot, use your secondary escape route. Even if the door feels cool, open it carefully. Brace your shoulder against the door and open it slowly. If heat and smoke come in, slam the door and make sure it is securely closed, then use your alternate escape route.

#### DESIGNATE A MEETING PLACE OUTSIDE AND TAKE ATTENDANCE

Designate a meeting location away from the home, but not necessarily across the street. For example, meet

under a specific tree or at the end of the driveway or front sidewalk to make sure everyone has gotten out safely and no one will be hurt looking for someone who is already safe. Designate one person to go to a neighbor's home to phone the fire department.

#### ONCE OUT, STAY OUT

Remember to escape first, then notify the fire department using the 911 system or proper local emergency number in your area. Never go back into a burning building for any reason. Teach children not to hide from firefighters. If someone is missing, tell the firefighters. They are equipped to perform rescues safely.

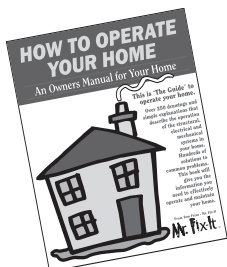
Finally, having working smoke alarms installed on every level of your home dramatically increases your chances of survival. Smoke alarm batteries need to be tested every month and changed with new ones at least once a year. Also, consider replacing the entire smoke alarm every ten years, or as the manufacturer guidelines recommend.

#### For more information contact:

The U. S. Fire Administration  
16825 South Seton Avenue  
Emmitsburg, MD 21727  
or  
Visit the USFA Web site:  
[www.usfa.fema.gov](http://www.usfa.fema.gov)



**Homeland  
Security**



# HOW TO OPERATE YOUR HOME Mr. Fix-It Home Tips

## IN CASE OF EMERGENCY:

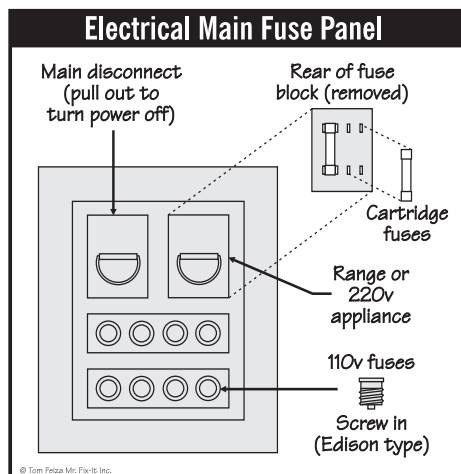
Things everyone in the household should know

It's a great idea for every homeowner to set up an emergency plan and create a list of things everybody in the household should know. Your safety plan could involve maintaining a list of emergency shut-offs, information sources, and basic tools. You may need to find an expert to help locate, repair or maintain some of these valves and switches. Locating and tagging them would be a helpful exercise for any homeowner. I suggest you put a tag on each item and take a tour with all family members explaining what these items do and how to operate the controls. In addition, develop a list of emergency numbers and an escape plan. Here is a checklist to help get you started:

### ▪Main electrical disconnect.

This will be located at the main fuse box or breaker panel. Usually there is one main switch or fuse block, but on older systems there can be multiple disconnects. (See Drawing E002, E003)

▪**Water main valve.** This valve turns off all the water to your home. If the valve looks old, worn or rusty, have a plumber check it for proper operation. If you use a municipal water supply, the valve will be located in the basement on the "street side" of your home near the water meter. If your house has its own

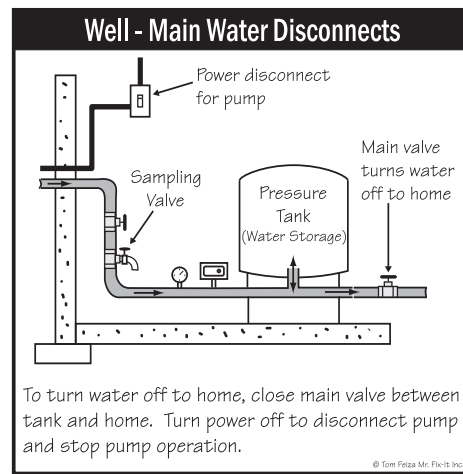


E003

well, the valve will be near the pressure tank. In this case, to disable the system, you must turn off the valve and the electrical switch for the well pump. (See Drawings P005, P056)

▪**Hot water shut-off.** This valve is located on the cold-water inlet at the top of the water heater. It turns off the hot water supply to your home by closing the cold supply to the water heater. (See Drawing W012)

▪**Natural gas main.** This will be located near the meter, either outside or inside your home. Many of these valves

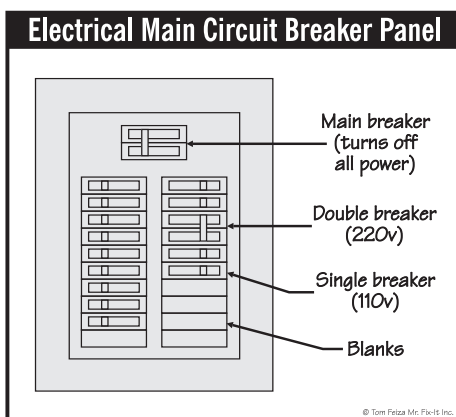


P056

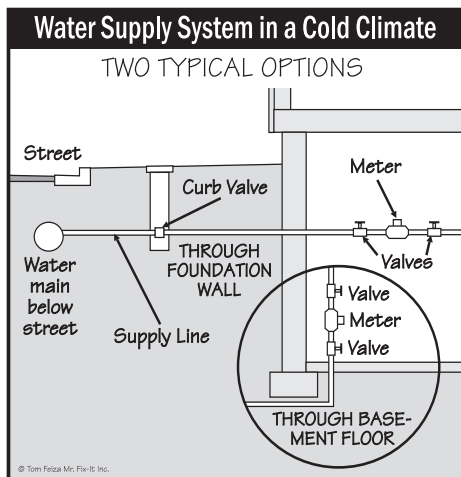
require a wrench to operate; a quarter-turn moves the valve from on to off. When the handle is parallel to the pipe, the valve is open. (See Drawing P002)

▪**Local gas valves.** These should be located at each gas appliance; they, too, close with a quarter-turn. (See Drawing P001)

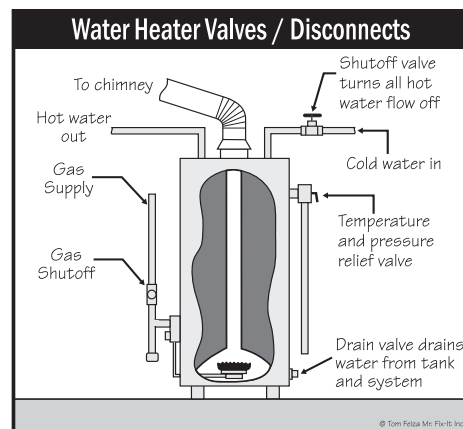
▪**Furnace and air conditioning main switch.** This is usually mounted on the furnace. In a modern system, it will look like a light switch. It turns off the central heating and cooling system. (See Drawing H008)



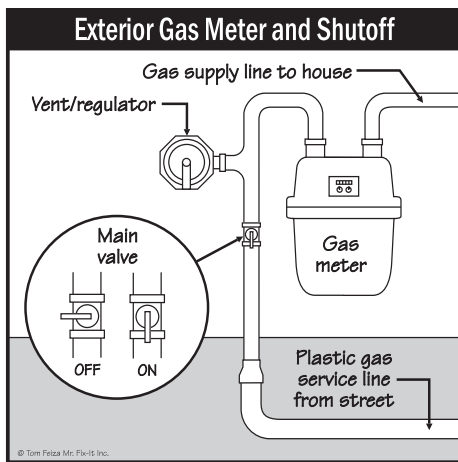
E002



P005



W012



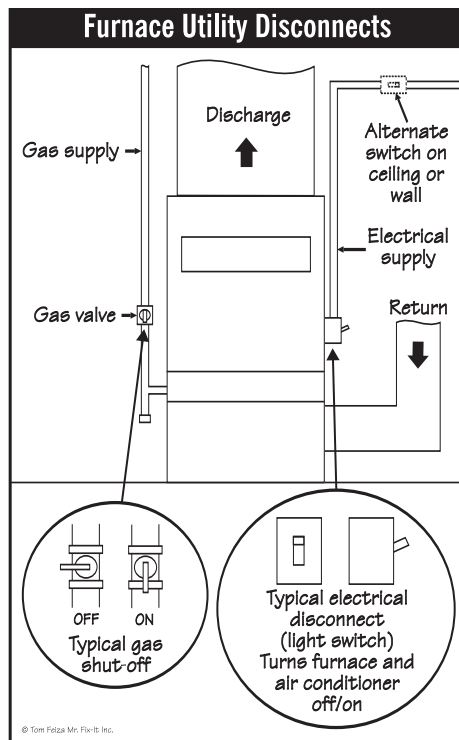
P002

▪**Air conditioning disconnect.** This 240 Volt switch will be located next to the exterior part of the air conditioning system. (see Drawing A004)

▪**Emergency phone numbers.** Keep a list of how to reach the fire department, ambulance/rescue, police, Mom, Dad, relatives, workplace(s), and others appropriate to your household.

▪**Fire extinguishers.** Place fire extinguishers in your kitchen, garage and basement. Make sure everyone knows how to use them.

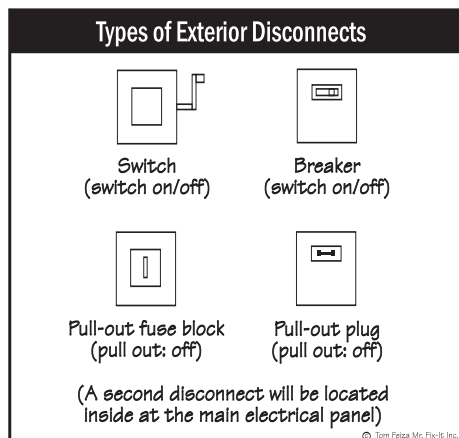
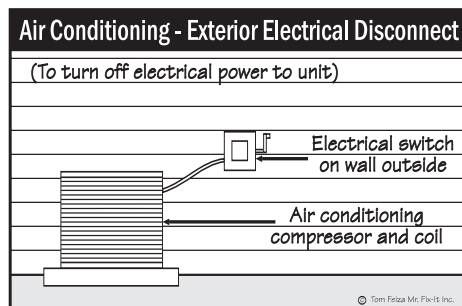
▪**Emergency release for garage door.** The automatic garage door opener has an emergency release so you can open the door when there is a power failure. Show everyone how it operates. Do this with the door down, because a poorly balanced door may crash to the ground. The release is located where the door attaches to the opener track. Pull the handle to release it—remember,



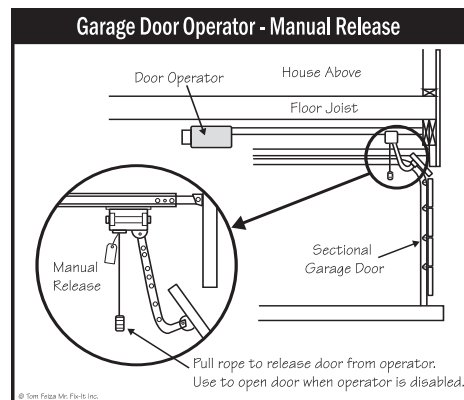
H003

do this with the door down—and then lift the door. (See Drawing M015)

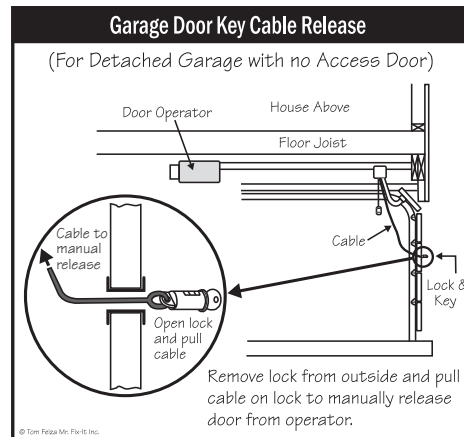
▪**Emergency release for garage door—with a key (when there is no service door to the garage).** In this situation, to release the garage door opener when the power is out, you



A004



M015



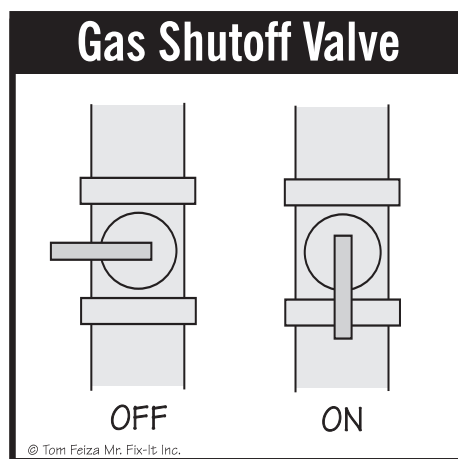
M018

must open a special lock and remove a cable. You'll find a circular lock near the top center of the garage door. Open this lock and pull the attached cable out through the opening. Doing this will release the opener from the garage door so you can open the door manually. Always remember that the door should be down before you test the release. (See Drawing M018)

▪**Emergency toolbox.** Have a flashlight and basic tools set aside for emergencies. The flashlight should be rechargeable; keep it mounted on its charger.

This is a basic list. For more detailed information, contact your local utilities, police, and fire department. It is very important to know how to react to an emergency and to know that emergency shut-offs will work when needed.

Written by Tom Feiza – Mr. Fix-It. See Tom's book How To Operate Your Home (ISBN 09747591-0), for great information on "operating" a home. The book is available at [www.amazon.com](http://www.amazon.com) or through Tom at: [www.howtooperateyourhome.com](http://www.howtooperateyourhome.com) or [www.htoyh.com](http://www.htoyh.com), 262-786-7878.



P001





# Working Together for Home Fire Safety

A Factsheet on Home Fire Prevention

**M**ore than 5,000 Americans die each year in fires and more than 25,000 are injured. An overwhelming number of fires occur in the home. There are time-tested ways to prevent and survive a fire. It's not a question of luck. It's a matter of planning ahead.

## EVERY HOME SHOULD HAVE AT LEAST ONE WORKING SMOKE ALARM

Buy a smoke alarm at any hardware or discount store. It's inexpensive protection for you and your family. Install a smoke alarm on every level of your home. A working smoke alarm can double your chances of survival. Test it monthly, keep it free of dust and replace the battery at least once a year. Smoke alarms themselves should be replaced after ten years of service, or as recommended by the manufacturer.

## PREVENT ELECTRICAL FIRES

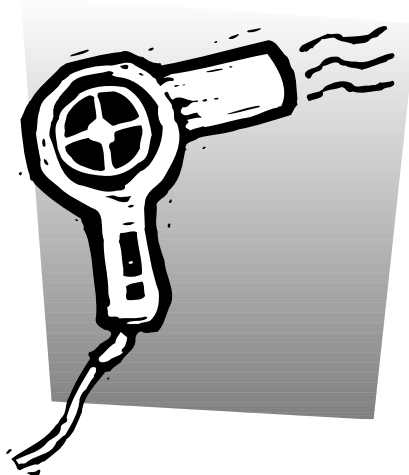
Never overload circuits or extension cords. Do not place cords and wires under rugs, over nails or in high traffic areas. Immediately shut off and unplug appliances that sputter, spark or emit an unusual smell. Have them professionally repaired or replaced.

## USE APPLIANCES WISELY

When using appliances follow the manufacturer's safety precautions. Overheating, unusual smells, shorts and sparks are all warning signs that appliances need to be shut off, then replaced or repaired. Unplug appliances when not in use. Use safety caps to cover all unused outlets, especially if there are small children in the home.

## ALTERNATE HEATERS

- Portable heaters need their space. Keep anything combustible at least three feet away.
- Keep fire in the fireplace. Use fire screens and have your chimney cleaned annually. The creosote buildup can ignite a chimney fire that could easily spread.



- Kerosene heaters should be used only where approved by authorities. Never use gasoline or camp-stove fuel. Refuel outside and only after the heater has cooled.

## AFFORDABLE HOME FIRE SAFETY SPRINKLERS

When home fire sprinklers are used with working smoke alarms, your chances of surviving a fire are greatly increased. Sprinklers are affordable — they can increase property value and lower insurance rates.

## PLAN YOUR ESCAPE

Practice an escape plan from every room in the house. Caution everyone to stay low to the floor when escaping from fire and never to open doors that are hot. Select a location where everyone can meet after escaping the house. Get out then call for help.

## CARING FOR CHILDREN

Children under five are naturally curious about fire. Many play with matches and lighters. Tragically, children set over 25,000 house fires every year. Take the mystery out of fire play by teaching your children that fire is a tool, not a toy.

## CARING FOR OLDER PEOPLE

Every year over 1,000 senior citizens die in fires. Many of these fire deaths could have been prevented. Seniors are especially vulnerable because many live alone and can't respond quickly.

### For More Information Contact: The United States Fire Administration

Office of Fire Management Programs  
16825 South Seton Avenue  
Emmitsburg, MD 21727

Or visit the USFA website:  
[www.usfa.fema.gov](http://www.usfa.fema.gov)

32



# House Walk Checklist

Item	Foyer Living Dining Kitchen Dine Family Garage Master-BR Master-BR Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 5 Bedroom 6 Hallway Bath Exterior														Correction
Door(s)															
Trim															
Windows															
Screens															
Locks															
Bumpers															
Lightswitch															
Receptacles															
HVAC register															
Light fixture															
Window treatment															
Paint															
Drywall															
Flooring															
Closet															
Countertops															
Faucets															
Sink															
Refrigerator															
Dishwasher															
Microwave/hood															
Range/cooktop															
Wall oven															
Washer															
Dryer															
HVAC															
Electric panel															
Hot water tank															
Cabinets/vanity															
Toilet															
Bathtub/shower															
Railing															
Drains - Interior															
Exterior sewer line															



Item	Foyer Living Dining Kitchen Dinette Family Garage Master-Bt Master-Bt Bedroom 2 Bedroom 3 Bedroom 4 Bedroom 5 Hallway Hall Bath Exterior														Correction
Electrical Service line															
Inspection ordered															
Exterior paint															
Shutters															
Gutters															
Roof															
Grading/landscaping															
Fencing															
Exterior shed															
Driveway															
Sidewalk/service walk															



# MOLD BASICS

- The key to mold control is moisture control.
- If mold is a problem in your home, you should clean up the mold promptly *and* fix the water problem.
- It is important to dry water-damaged areas and items within 24-48 hours to prevent mold growth.

**Why is mold growing in my home?** Molds are part of the natural environment. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors, mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Mold may begin growing indoors when mold spores land on surfaces that are wet. There are many types of mold, and none of them will grow without water or moisture.



*Mold growing outdoors on firewood. Molds come in many colors; both white and black molds are shown here.*

**Can mold cause health problems?** Molds are usually not a problem indoors, unless mold spores land on a wet or damp spot and begin growing. Molds have the potential to cause health problems. Molds produce allergens (substances that can cause allergic reactions), irritants, and in some cases, potentially toxic substances (mycotoxins).

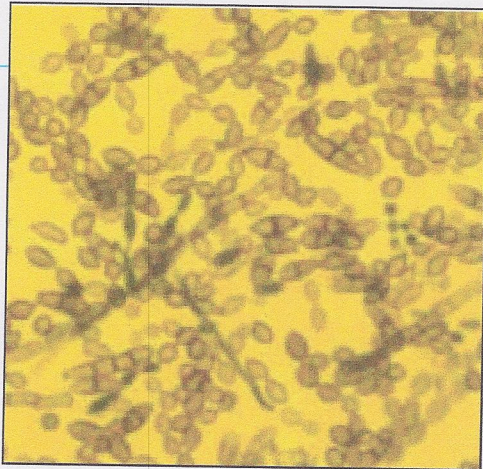
Inhaling or touching mold or mold spores may cause allergic reactions in sensitive individuals. Allergic responses include hay fever-type symptoms, such as sneezing, runny nose, red eyes, and skin rash (dermatitis). Allergic reactions to mold are common. They can be immediate or delayed. Molds can also cause asthma attacks in people with asthma who are allergic to mold. In addition, mold exposure can irritate the eyes, skin, nose, throat, and lungs of both mold-



allergic and non-allergic people. Symptoms other than the allergic and irritant types are not commonly reported as a result of inhaling mold.

Research on mold and health effects is ongoing. This brochure provides a brief overview; it does not describe all potential health effects related to mold exposure. For more detailed information consult a health professional. You may also wish to consult your state or local health department.

**How do I get rid of mold?** It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors. If there is mold growth in your home, you must clean up the mold **and** fix the water problem. If you clean up the mold, but don't fix the water problem, then, most likely, the mold problem will come back.



*Magnified mold spores.*

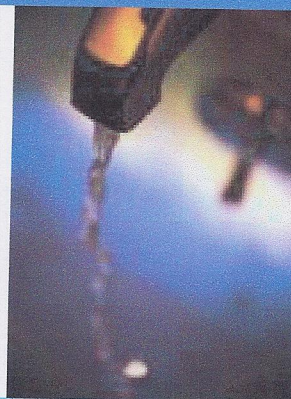
**Molds can gradually destroy the things they grow on. You can prevent damage to your home and furnishings, save money, and avoid potential health problems by controlling moisture and eliminating mold growth.**



# MOLD **CLEANUP** GUIDELINES

## BATHROOM TIP

Places that are often or always damp can be hard to maintain completely free of mold. If there's some mold in the shower or elsewhere in the bathroom that seems to reappear, increasing the ventilation (running a fan or opening a window) and cleaning more frequently will usually prevent mold from recurring, or at least keep the mold to a minimum.



**Tips and techniques** The tips and techniques presented in this section will help you clean up your mold problem. Professional cleaners or remediators may use methods not covered in this publication. Please note that mold may cause staining and cosmetic damage. It may not be possible to clean an item so that its original appearance is restored.

- Fix plumbing leaks and other water problems as soon as possible. Dry all items completely.
- Scrub mold off hard surfaces with detergent and water, and dry completely.

*Mold growing on the underside of a plastic lawnchair in an area where rainwater drips through and deposits organic material.*

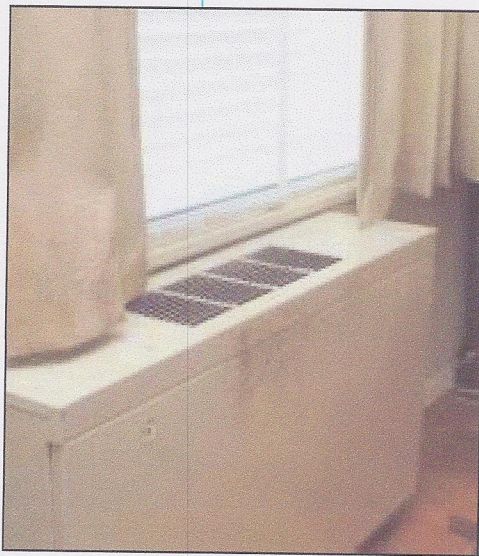




## MOISTURE AND MOLD **PREVENTION** AND CONTROL TIPS

# MOISTURE

Control is the Key to  
**Mold Control**



*Mold growing  
on the surface  
of a unit  
ventilator.*

- When water leaks or spills occur indoors - **ACT QUICKLY.** If wet or damp materials or areas are dried 24-48 hours after a leak or spill happens, in most cases mold will not grow.

- Clean and repair roof gutters regularly.
- Make sure the ground slopes away from the building foundation, so that water does not enter or collect around the foundation.
- Keep air conditioning drip pans clean and the drain lines unobstructed and flowing properly.



**Actions that will help prevent condensation:**

- ◆ Reduce the humidity (see preceeding page).
- ◆ Increase ventilation or air movement by opening doors and/or windows, when practical. Use fans as needed.
- ◆ Cover cold surfaces, such as cold water pipes, with insulation.
- ◆ Increase air temperature.

*Mold growing on a wooden headboard in a room with high humidity.*

