



# Housing Coaching

A program of Uplift Mid-MO



Client Name

Housing Coach

Contact





## Who are we?

We're so excited that you've taken the first major step towards creating a sustainable lifestyle for yourself. Throughout this journey, you'll be working closely with Uplift Mid-MO staff and volunteers to work towards improving your life in a variety of areas. You might be wondering- what exactly is Uplift Mid-MO?

### **We're glad you asked.**

Uplift Mid-MO is a Christian nonprofit organization that serves the Audrain County area. Our mission is to unite the local body of Christ to support local missions and outreach in our community. By being good stewards of the skills, finances, and abilities God has given us, we are able to assist others in the community that might need a hand up in life.

### **But why do we do this?**

As Christians, we believe that God desires for us to love others, just as God loves us. It is important for us to not only share the love of Christ with others, but to fill in the gaps in people's lives where they just need someone to love them.

This is my commandment, that you love one another,  
just as I have loved you. -John 15:12

## Welcome to Uplift Housing Coaching

### **What to Expect**

The purpose for Uplift Housing Coaching is to help you through the process of finding immediate shelter, transitional shelter, affordable housing, and/or permanent housing. The following areas are specifically addressed in helping you meet your career journey goals:

You will be assigned a coach who will partner with you to navigate the housing search process in the following areas:

**Determining your housing needs** - this booklet will go over affordable housing options, and you will learn how to determine what your housing budget should be.

**Active housing search** - your coach will help you search for housing to determine what's available on the market, and walk you through the application process.

**Improving your rentability** - your coach will talk to you about ways to overcome common housing barriers and be a good renter.

You and your coach will use this manual to help you stay focused and on target.

**Now, let's get started.**



**Section 1:**

# **Determine Your Housing Needs**



## Budgeting to Determine Affordable Rent: Rent Calculator

|  | Budget    | Actual    | Difference |
|--|-----------|-----------|------------|
| Total Monthly Income (from page 7)     | \$        | \$        | \$         |
| Monthly Expenses                       |           |           |            |
| Tithes                                 | \$        | \$        | \$         |
| Housing                                |           |           |            |
| Rent/Mortgage                          | \$        | \$        | \$         |
| Renter's/Homeowner's Insurance         | \$        | \$        | \$         |
| Maintenance, Lawn Care, Other          | \$        | \$        | \$         |
| Utilities                              |           |           |            |
| Electric                               | \$        | \$        | \$         |
| Gas                                    | \$        | \$        | \$         |
| Water/Trash                            | \$        | \$        | \$         |
| Phone                                  | \$        | \$        | \$         |
| Cable/Internet                         | \$        | \$        | \$         |
| Food                                   |           |           |            |
| Groceries                              | \$        | \$        | \$         |
| Dining Out                             | \$        | \$        | \$         |
| Transportation                         |           |           |            |
| Auto Payment/Taxi Fare                 | \$        | \$        | \$         |
| Auto Insurance                         | \$        | \$        | \$         |
| Fuel                                   | \$        | \$        | \$         |
| Vehicle Maintenance                    | \$        | \$        | \$         |
| Annual Vehicle Registration            | \$        | \$        | \$         |
| Personal Property Taxes                | \$        | \$        | \$         |
| Recreation                             | \$        | \$        | \$         |
| Tobacco/Vaping                         | \$        | \$        | \$         |
| Childcare                              | \$        | \$        | \$         |
| Medical/Dental/Vision Expenses         | \$        | \$        | \$         |
| Clothing/Personal Care/Household Items | \$        | \$        | \$         |
| Debts                                  |           |           |            |
| Loan/Credit Card 1                     | \$        | \$        | \$         |
| Loan/Credit Card 2                     | \$        | \$        | \$         |
| Loan/Credit Card 3                     | \$        | \$        | \$         |
| Savings                                | \$        | \$        | \$         |
| Total Monthly Expenses                 | \$        | \$        | \$         |
| Total Income (-) Total Expenses        | \$        | \$        | \$         |
| <b>Difference (= or -)</b>             | <b>\$</b> | <b>\$</b> | <b>\$</b>  |

**Note: It is typically advised that no more than 30% of the monthly income should be spent on rent.**

# FY 2020 HUD Audrain County Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

| FY 2020 Income Limit Area | Median Family Income<br><a href="#">Explanation</a> | FY 2020 Income Limit Category                                    | Persons in Family |        |        |               |        |         |         |         |
|---------------------------|---|--|-------------------|--------|--------|---------------|--------|---------|---------|---------|
|                           |   |  | 1                 | 2      | 3      | 4             | 5      | 6       | 7       | 8       |
| <b>Audrain County, MO</b> | \$58,600  | Very Low (50%) Income Limits (\$)<br><a href="#">Explanation</a> | 20,550            | 23,450 | 26,400 | <b>29,300</b> | 31,650 | 34,000  | 36,350  | 38,700  |
|                           |   | Extremely Low Income Limits (\$)*<br><a href="#">Explanation</a> | 12,760            | 17,240 | 21,720 | <b>26,200</b> | 30,680 | 34,000* | 36,350* | 38,700* |
|                           |   | Low (80%) Income Limits (\$)<br><a href="#">Explanation</a>      | 32,850            | 37,550 | 42,250 | <b>46,900</b> | 50,700 | 54,450  | 58,200  | 61,950  |

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2020 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2020 [Fair Market Rent documentation system](#).

Source: <https://www.huduser.gov>





# Mexico Housing Authority Application Process

Complete a housing application: You may complete the housing application online at <http://mexicoha.com/application/>. In addition to completing the application, you will need to turn in the following documentation:

1. Valid state or government issue photo IDs for all adults 18 years of age or older listed on the application
2. Social security cards for all individuals listed on the application
3. Birth certificates for all individuals listed on the application
4. Employment income (2 to 4 pay stubs)
5. Proof of child support income from child support agency
6. SNAP benefits award letter
7. TANF award letter
8. Written verification from anyone who may give and/or pay you money on a regular basis which helps pay for your everyday expenses
9. Unemployment compensation award letter
10. Social Security or SSI income award letter
11. Retirement pension verification letter
12. Childcare expenses
13. Verification of current residency
14. List of assets you may own and proof of their current market value (stocks, bonds, IRAs, homes, boats, etc.)
15. Packet of additional requested documentation (also available by link on MHA website)

## **Additional MHA information:**

1. There is no emergency housing available.
2. Do not fill out an application or go through the process until all past-due balances are paid in full.
3. It takes approximately 2 to 6 weeks for MHA to process applications.
4. A preference point system is used; preference is given to individuals who have a job, are elderly/disabled, or live in Audrain county.
5. You may update your information on the application by going back to the online application portal and clicking on "View Your Application."
6. To check your number on the waiting list, call (573) 581-2294 and press option 2.
7. A 5-year background check will be completed of criminal history, rent history, terminations and debts owed.

Source: <http://mexicoha.com/application/>



**Section 2:**

# **Active Housing Search**



# Mexico Housing Resources

## Low Income/Subsidized Housing

### Berkshire Estates

Housing for very low, low and moderate income seniors age 55 or older

601 Mars St, Mexico MO 65265  
Contact Monica (Property Manager)  
(573) 213-4818

### Country Place (Kodiak Properties)

Low income housing based on household size.  
Pets require \$400 non-refundable pet fee.

4294 Friendship Dr, Mexico MO 65265  
(417) 882-4440

### Mexico Housing Authority

Low income housing. Certain pets allowed.

828 Garfield Ave, Mexico, MO 65265  
Monday – Friday, 8AM to 5PM  
(573) 581-2294

### Mexico Meadows Apartments

Housing for low income families. Must be 18+, no felonies, 1 pet under 30 lbs.

2150 Jubel Dr, Mexico, MO 65265  
Monday – Friday, 8AM to 4:30PM  
mexicomeadows@fairwaymanagement.com  
(573) 581-5745

### Mexico Apartments

Housing for low-income seniors age 62 or older

2717 S Clark St, Mexico, MO 65265  
info@macocompanies.com  
(573) 581-8805

### Vandalia Housing Authority

Low income housing and section 8.

200 S Main St, Vandalia, MO 63382  
Monday – Friday, 8AM to 5PM  
housing@bgvha.org  
(573) 594-3712

### Windwood Apartments in Vandalia

Housing for the Low Income Housing Tax Credit program, and 10 straight-market units. Only service animals allowed. All 2-bed units.

200 Gaslight Rd, Vandalia MO 63382  
info@macocompanies.com  
(573) 594-3213 or (660) 886-3100

## Property Management Companies

### Cedar Grove Rentals

(573) 581-5521

### Century 21 Peak, Marking & Associates

(573) 581-1363

### Re/Max on the Move

(573) 581-8282

### Weatherspoon Rental Properties

(573) 581-1036

## Shelters

### Audrain County Crisis Intervention Services (ACCIS)

Provides services to individuals affected by domestic and sexual violence.

(573) 581-3835

### Room at the Inn: Audrain County Shelter Resource Coalition

Provides emergency shelter during winter months.

403 Fairground, Mexico, MO 65265  
(573) 473-6328

### Agape House – Vandalia

Provides affordable overnight lodging to families of offenders in area state correctional facilities.

206 S Walnut St, Vandalia, MO 63382  
(573) 594-6755

## **Sober Living Housing**

### **Turning Point Recovery Centers**

201 E Monroe St, Mexico, MO 65265  
Monday – Thursday, 8AM to 5PM  
Friday, 8AM to 12PM

## **Other Housing Resources:**

### **Audrain Habitat for Humanity**

(573) 581-1994

### **Audrain County Housing Choice Vouchers**

(Section 8) through Mexico Housing Authority

828 Garfield Ave  
P.O. Box 484  
Mexico MO 65265  
Monday-Friday 8 a.m. – 5 p.m.

(573) 581-2294

<http://mexicoha.com/section-8>

Provides assistance for extremely low and low-income families in the private rental market through the Housing Assistance Payment Program.

The private rental unit must meet HUD Housing Quality Standards and the rent must be approved within rent reasonable guidelines. Rent assistance based on annual income.

### **Show Me Central Habitat for Humanity**

1305 Business Loop 70 E  
Columbia MO 65201  
Open Tuesday-Saturday 8:30 am-4:00 pm  
(573) 499-1202

Provide gently used, overstocked, and discontinued items donated by the community: discounted appliances, furniture, windows, doors, cabinets, vanities, plumbing supplies and more.

<https://www.showmehabitat.org/shop-the-restore>

**Mexico City Hall or Chamber of Commerce can provide a list of local landlord listings.**





# Be Prepared: Master Housing Application

|   |                                |                        |
|---|--------------------------------|------------------------|
| <b>Head of Household:</b>                   |                                |                        |
| <b>Date of Birth:</b>                       | <b>Social Security Number:</b> |                        |
| <b>Co-head of Household:</b>                |                                |                        |
| <b>Date of Birth:</b>                       | <b>Social Security Number</b>  |                        |
| <b>Current Home Phone Number:</b>           |                                |                        |
| <b>Current Work Phone Number:</b>           |                                |                        |
| <b>Additional Household Members:</b>        |                                |                        |
| <b>Number</b>                               | <b>Name</b>                    | <b>Date of Birth</b>   |
|   |                                | <b>Social Security</b> |
|   |                                |                        |
|   |                                |                        |
|   |                                |                        |
| <b>Number of Bedrooms Needed:</b>           |                                |                        |
| <b>Present Street Address, Apartment #:</b> |                                |                        |
| <b>Present City, State, Zip:</b>            |                                |                        |
| <b>Date From:</b>                           | <b>To:</b>                     | <b>Rent per Month:</b> |
| <b>Current Landlord's Name:</b>             |                                | <b>Phone #:</b>        |
| <b>Street Address:</b>                      |                                |                        |
| <b>City, State, Zip:</b>                    |                                |                        |
| <b>Former Street Address, Apartment #:</b>  |                                |                        |
| <b>Former City, State, Zip:</b>             |                                |                        |
| <b>Date From:</b>                           | <b>To:</b>                     | <b>Rent per Month:</b> |
| <b>Former Landlord's Name:</b>              |                                | <b>Phone #:</b>        |
| <b>Street Address:</b>                      |                                |                        |
| <b>City, State, Zip:</b>                    |                                |                        |
| <b>Former Street Address, Apartment #:</b>  |                                |                        |
| <b>Former City, State, Zip:</b>             |                                |                        |
| <b>Date From:</b>                           | <b>To:</b>                     | <b>Rent per Month:</b> |
| <b>Former Landlord's Name:</b>              |                                | <b>Phone #:</b>        |
| <b>Street Address:</b>                      |                                |                        |
| <b>City, State, Zip:</b>                    |                                |                        |
| <b>Former Street Address, Apartment #:</b>  |                                |                        |
| <b>Former City, State, Zip:</b>             |                                |                        |



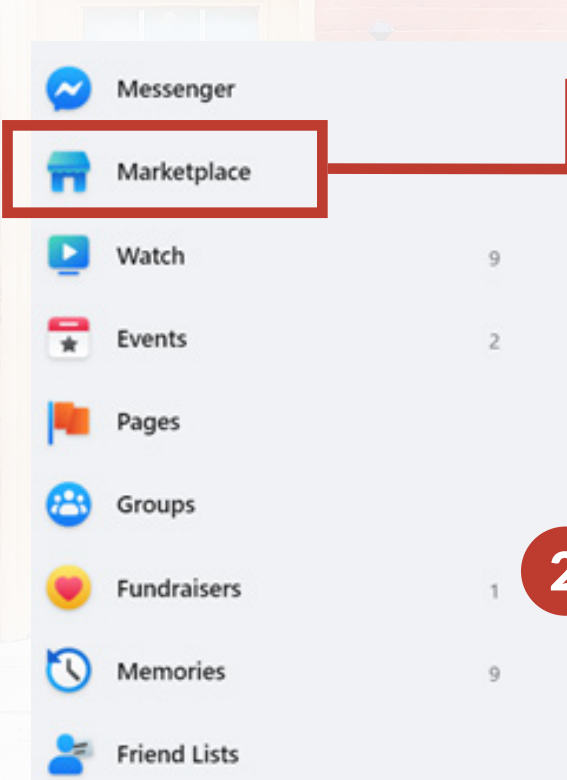
# Be Prepared: Master Housing Application

|   |            |                        |
|---|------------|------------------------|
| <b>Date From:</b>   | <b>To:</b> | <b>Rent per Month:</b> |
| <b>Former Landlord's Name:</b>                            |            | <b>Phone #:</b>        |
| <b>Street Address:</b>                                    |            |                        |
| <b>City, State, Zip:</b>                                  |            |                        |
| <b>Do you have any past due utility bills?</b>            |            |                        |
| <b>If yes, please describe (amount owed and to whom):</b> |            |                        |
| <b>Head of Household's Place of Employment:</b>           |            |                        |
| <b>Phone # of Employer:</b>                               |            | <b>Average Pay:</b>    |
| <b>Address of Employer:</b>                               |            |                        |
| <b>Co-head of Household Place of Employment:</b>          |            |                        |
| <b>Phone # of Employer:</b>                               |            | <b>Average Pay:</b>    |
| <b>Address of Employer:</b>                               |            |                        |
| <b>Any Other Sources of Income:</b>                       |            |                        |
| <b>Total Average Monthly Income:</b>                      |            |                        |
| <b>Character Reference:</b>                               |            | <b>Phone #</b>         |
| <b>Address:</b>   |            |                        |
| <b>Character Reference:</b>                               |            |                        |
| <b>Phone #</b>  |            |                        |
| <b>Address:</b>   |            |                        |
| <b>Character Reference:</b>                               |            |                        |
| <b>Phone #</b>  |            |                        |
| <b>Address:</b>   |            |                        |



# Housing Search: Facebook Marketplace

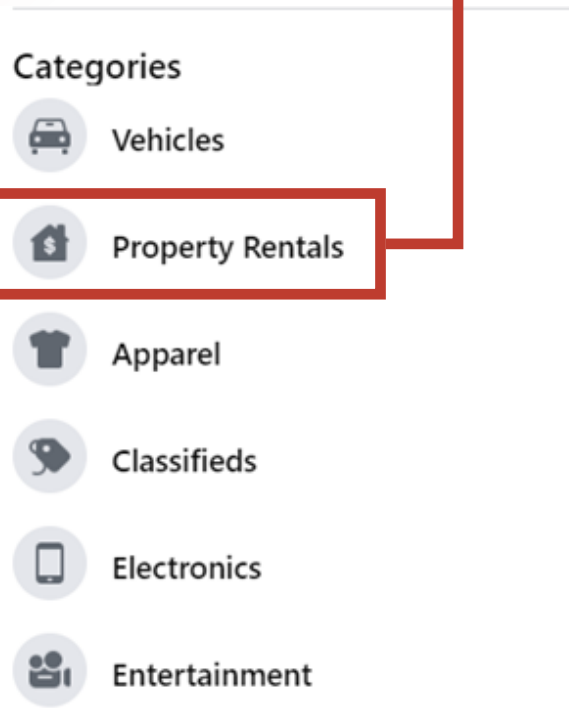
1



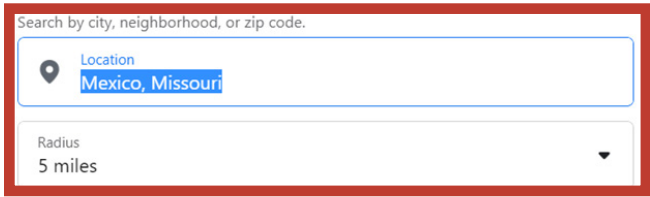
Click on the Marketplace icon located in your list of Facebook apps.

2

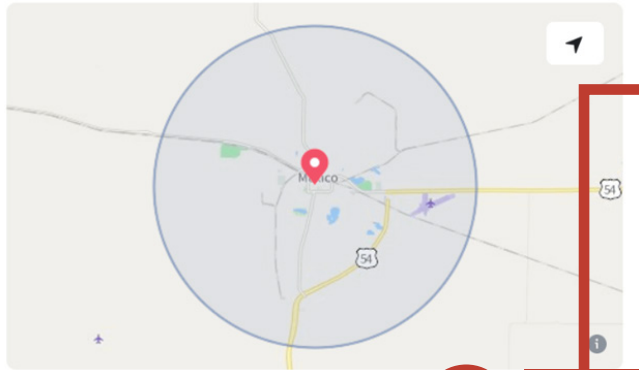
Once Marketplace is open, click on Property Rentals under the Category Section:



3

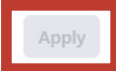


Next, adjust the filter to search a specific area and radius.

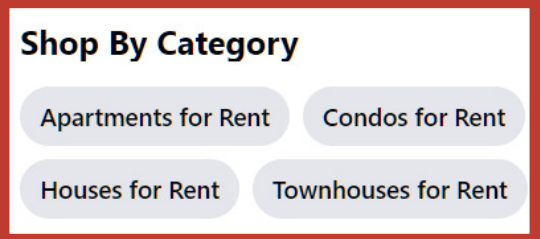


Click "Apply" and a list of rentals will populate.

4



Narrow your search by adjusting the filters to shop by category.



5

# Housing Search Leads

Example

| Address/Landlord                               | Bed | Bath | Price | Deposit | Pets?<br>Y/N | Date Avail. |
|--|-----|------|-------|---------|--------------|-------------|
| 123 Uplift Ln, Mexico<br>Uplift Property Mgmt. | 3   | 2    | 150   | 400     | Y            |             |
|  |     |      |       |         |              |             |
|  |     |      |       |         |              |             |
|  |     |      |       |         |              |             |
|  |     |      |       |         |              |             |
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|  |     |      |       |         |              |             |
|  |     |      |       |         |              |             |
|  |     |      |       |         |              |             |









# Pre-Rental Inspection Guide

## Living Room

- Check the carpet for stains, tears, or worn spots.
- Check the doors for broken hardware. Does the front door lock work?
- Check the windowsills to see if there is any dust that might have blown through leaks in the windows.
- Are all the window/door screens in good condition? Venetian blinds?
- Inspect ceiling for signs of past water leaks.
- Check the thermostat to see if it works. If in wintertime, make sure there is heat from the furnace. If there is air conditioning, make sure the controls work.

## Bathroom

- Flush the toilet to make sure it works.
- Turn on the sink and tub/shower. Do they work? Is there hot water?
- Check around the base of the toilet and tub. Are there water stains on the floor or signs of past leaks?
- Check for stains or signs of patches in the ceiling indicating possible plumbing leaks from the apartment above.

## Kitchen

- Check the stove burners and oven. Do they all work? Does the stove have all its handles?
- Look under the sink for water stains indicating previous plumbing leaks or floods. Does the garbage disposal work?
- Check the refrigerator. Is it working? If not, ask the manager to show you or assure you that it does work?

## Bedroom(s)

- Check the closets' sliding or hinged door. Are there signs of damage to the door or hardware?
- Is there some kind of emergency (fire) exit or path, should a fire break out while you sleep?

### **Washer/Dryer**

- Make sure you know the rules as to use of the washer and dryer.
- If you have a "private" washer and/or dryer for the apartment's use only, ask the manager who pays for any repairs. Can you tell whether they are "old" or out-of-date models that might develop repair problems?

### **Parking**

- Check to see if there is a parking place or slot for your use. Ask where your visitors may park. If you have a lease, make sure provision for parking is in your lease.

### **Stairways and Hallways**

- If in an apartment building, notice the condition of any stair or hallway carpeting. Is it worn or torn indicating it may be too old or unsafe? Look especially at the stairs.
- Are the stairs or hallway lights working?

### **Yard/Property Maintenance**

- Is lawn care and snow removal included in the lease? Make sure you have the equipment necessary to take care of these things if not.

### **Your Budget**

- Is your take-home pay enough to comfortably pay for the rent and utilities for this apartment?
- Would unexpected emergencies, such as short-term job layoff, illness, etc., cause you to fall behind in your rent?
- You should keep at least one-month's rent in savings for emergencies.

### **Neighborhood**

- Are other properties around it well kept-up?
- Check with the police, if possible, as to whether there are reports of crime or other incidents in the neighborhood.
- Check with a neighbor or other tenant in the building as to whether there has been any kind of "trouble".





# Pre-Move-In Repair Requests

Property Address: \_\_\_\_\_

| CHECKLIST                 | Landlord<br>Initials | Tenant<br>Initials |
|---------------------------|----------------------|--------------------|
| Living Room:              |                      |                    |
| Repairs Needed:           |                      |                    |
| Thermostat:               |                      |                    |
| Repairs Needed:           |                      |                    |
| Bathroom:                 |                      |                    |
| Repairs Needed:           |                      |                    |
| Kitchen:                  |                      |                    |
| Repairs Needed:           |                      |                    |
| Bedroom(s):               |                      |                    |
| Repairs Needed:           |                      |                    |
| Washer/Dryer:             |                      |                    |
| Repairs Needed:           |                      |                    |
| Parking Garage/Carport:   |                      |                    |
| Repairs Needed:           |                      |                    |
| Stairways:                |                      |                    |
| Repairs Needed            |                      |                    |
| Other:                    |                      |                    |
| Repairs Needed:           |                      |                    |
| Expected Completion Date: |                      |                    |
| Date Initialed:           |                      |                    |



**Section 3:**

# **Improving your Rentability**

# Improving Rentability

Demonstrate financial stability by providing the prospective landlord with one or more of the following:

1. An employer letter – this is a letter from your employer that states how long you have been employed, how much you make per hour and how many hours you work per week. It may also include a recommendation for reliability
2. Pay stubs
3. Rent calculation worksheet – see page 6
4. A deposit – or even better, a double deposit

Demonstrate a responsible lifestyle by:

1. Providing reference letters from previous landlords
2. Providing reference letters from respectable members of the community
3. Ensuring your public social media platforms present you as a reliable person

# Overcoming Housing Barriers

**Justice Involvement:** Research neighborhoods to be sure and meet all requirements set forth by Probation and Parole.

**Past Evictions:** Work on a plan with your coach to resolve any past litigation. Provide letter(s) of explanation to the prospective landlord explaining the circumstances that caused the past eviction and how improvements have been made so that it will not happen in the future.

**Credit Checks:** Know your credit score. Take steps to improve your credit score if it becomes a barrier to securing housing.

You can find out your credit score by visiting [www.creditkarma.com](http://www.creditkarma.com).



# Credit Checks: What do Landlords Look For?

## Predictability

Landlords look at a potential tenant's credit report for evidence that the candidate has established consistency, stability, and predictability. Consistency is demonstrated by what a prospective tenant does over and over financially. If a credit check reveals that a borrower has on-time payments with several accounts, over several years, then she is consistent. Stability can be determined by several factors. The number of years on the job, the number of accounts open and the payment history all contribute to stability. A potential tenant who can handle her financial obligations and works for the same employer long-term is a financially stable individual. Landlords check credit reports to predict the behavior of the person who will be renting the property.

## Rental History

Landlords can run credit checks to learn more about a prospective tenant's past rentals. The rental history of a tenant is used to determine a tenant's behavior in future rental situations. Any landlord who reports a tenant's payment history to a credit bureau will show up on a credit check. Landlords can check a credit report to see if any money is owed to a previous landlord. A landlord can use rental history data to see where a tenant has lived and make inquiries concerning those rental agreements.



## Debts

A tenant's debts influence the tenant's ability to afford a rental. The tenant should be able to pay her rent along with all her other financial obligations each month. A landlord may check a potential tenant's credit to find out how much debt a tenant has. Once the landlord knows the prospective tenant's debt load, they can compare that to the income and determine if the tenant can afford to rent the place.

## Accounts

Credit reports contain both open accounts and closed accounts. Open accounts are usually revolving credit—where there is a payment due each month until the whole balance is paid off—like with a credit card. Closed accounts may either be paid in full or with a balance still due to the creditor. Credit checks that contain "satisfied accounts" are closed accounts that have been paid in full. A credit report detailing many accounts paid on-time greatly helps a potential tenant come out ahead in a credit check. Landlords look to see that the potential tenant has more accounts paid on-time than accounts that were not.

## Bankruptcy

Landlords check credit reports to see if there are any bankruptcies. Bankruptcies remain on credit reports for up to 10 years. A bankruptcy record allows a landlord to see all the accounts and companies included in the prospective tenant's bankruptcy. There is a difference between a discharged bankruptcy (completed) and a pending bankruptcy (ongoing). A potential tenant with a discharged bankruptcy is usually a better risk than one with a pending bankruptcy. When a bankruptcy is pending, it is possible for a tenant to be relieved of all current financial obligations—including any remaining rental payments due to a landlord. For this reason, landlords check credit reports to be sure that there are no pending bankruptcy actions.

## Foreclosures

Some landlords may perform a credit check to find out if there are any foreclosures in a prospective tenant's past. A foreclosure is a legal action in which a lender repossesses a property. In many foreclosures, the borrower is left with a balance to pay even after the property is taken back and resold. A landlord may do a credit check to see if any monies are owed in the aftermath of a foreclosure proceeding.

## Renting and Credit Scores

A good credit score is usually a minimum of 600. One Columbia property management company, Modern Properties, requires a credit score of 600. Most other property management companies require at least a credit score of 550. Sometimes they will allow a lower credit score if a participant is willing to make a larger deposit and if it has a property that is difficult to rent.

- If you know your credit report will show some negative information, be up-front with the landlord. Print it out and bring it with you. Explain the situation and be willing to show them how you are fixing those problems.
- Ask the landlord what kind of credit check they complete. A "soft" credit inquiry will not hurt your credit score, while a "hard" inquiry will.
- When a landlord checks your credit score, they will find quite a bit of information about you.







## Sample Exit Checklist for Deposit Refund

The property was provided to you clean and ready to occupy, and should, excluding normal wear and tear, be returned to us in the same condition per the terms of your written lease. This will also ensure a timely return of your Security Deposit. The following is a list of items to check when preparing to vacate the premises.

### Flooring

- If carpeted, they must be professionally cleaned, and receipts must be provided. You will need to schedule this at least 2 weeks in advance.
- If hard flooring such as tile or vinyl, floors must be swept and mopped clean.
- If laminate flooring, floors must be swept and lightly mopped clean.

### Kitchen

- Appliances: Refrigerator and freezer should be emptied of all personal items. Shelves, doors, interior walls, and exteriors (including TOP) should be wiped clean. Be sure to clean behind appliances as well.
- Stoves and microwaves should be cleaned both inside and out. The 'self-cleaning' function is acceptable for the oven - do not use oven cleaner if you have a self-cleaning oven as this will damage the finish.
- Drips pans should be replaced. Note that the stove top lifts to allow for easier cleaning under the burners unless you have a flat top stove.
- Cupboards & drawers should be completely emptied and wiped clean inside and out.
- Counters & sinks should be wiped clean.
- Run garbage disposal to be certain the drain is clear.
- Verify that all personal items are removed from the dishwasher and run an empty cycle with vinegar to clean and freshen the machine.

Tip: Do not leave oven racks in during a self-clean cycle. Instead, wash them in a bathtub with mild detergent.

### Bathrooms

- Cupboards should be emptied and wiped clean inside and out.
- Sinks, mirrors, commodes, tubs, and showers should be clean, including walls and floors of shower.
- To ensure your full deposit refund, replace the toilet seat if it is cracked, broken, or stained.

Tip: Vinegar works great to shine up faucets and appliances, also works well on mirrors.

### Living Spaces

- Empty all rooms & closets of personal items, remove all trash and debris.
- Be sure cold air returns are dusted and free of debris.

## **Lighting Fixtures and Smoke Detectors**

- All lights must have working light bulbs.
- Any smoke or carbon monoxide detectors must have fresh batteries.
- Ceiling fan blades should be dusted.

Tip: use a pillowcase to dust ceiling fan blades, this catches all the dust as it wipes it off.

## **Windows and Doors**

- Windows must be closed and locked.
- Windows must be cleaned, and sills dusted.
- Blinds should be clean and in working order.
- Windows must be closed and locked.
- Doors must be locked, and all working keys returned.

Tip: To clean blinds, remove them and soak in the bathtub with a mild detergent. It is often easier to replace them than to clean them, contact the office for brand, color, and size details to be certain they match the rest of the home.

## **Walls**

- Walls should be wiped clean of any visible dirt.
- Baseboards should be wiped clean of dust and pet hair.

## **Exterior**

- All personal items, trash and debris must be removed from the premises.
- Cigarette butts must be removed from the grounds.
- Any animal debris or excrement must be removed.
- Decks must be free of trash and debris, and all personal items must be removed from beneath.

## **Laundry Room**

- Washer hose connection must be shut off fully.
- Dryer vent connection should be cleaned of any lint, dust, or debris.
- Furnace filter should be replaced.

## **Garage**

- All remotes must be returned.
- Remote entry keypad should have fresh batteries.
- All trash and debris should be removed, and floor swept out.



## Utilities

- Please notify us as to the date you will turn off your power so that we can be sure it is switched over correctly.
- All Utility Bills must be paid in full.

This list may not be comprehensive for your home. It is a guideline to help you see the little details that will help you to avoid charges and delays regarding your security deposit. Please contact the office if you have any questions or concerns.

## Additional steps to help you avoid delays and charges:

- Let the office know of any repairs or damages that will need to be addressed.
- Be sure you complete a forwarding address form with the office, so the check may be mailed to you directly without delays.
- Complete forwarding address card with the US Postal Service.
- Arrange to have utilities discontinued and notify office of date.
- Dispose of all trash and debris. Do not leave a pile of trash on the curb unless your departure happens to coincide with the regular trash pick-up. The City of Columbia will do a special pick up if needed, for an extra fee.
- Return any equipment to cable or satellite company.
- Schedule a final walk through with the office. This is a great opportunity to return keys and remotes and verify your forwarding address.

# Top 10 Habits of Good Tenants

Renting a home is a two-way street. As a tenant, there are some important things you should do to ensure you have a good experience renting now, and in the future.

1. Pay your rent EVERY month ON TIME. If you know you will be late, discuss payments with the landlord right away. OVER-COMMUNICATE WITH YOUR LANDLORD when you are running late with your rent.
2. Get receipts for every rent payment.
3. Avoid causing damage to the rental property and always smoke outside.
4. Tell the landlord of any maintenance issues right away IN WRITING. This could be a text or an email.
5. Take DATED pictures of everything to document the current condition of the unit – when moving in AND when moving out.
6. Keep your place clean inside and out. Clean when you leave.
7. Read and abide by your lease. Refrain from taking on additional occupants or subleasing without the landlord's written permission. Do not have pets unless agreed upon with the landlord.
8. Keep your utilities paid.
9. Keep calm when you have a problem with your landlord. Do not threaten to withhold rent.
10. Be a good neighbor – no loud parties or disturbances.









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