

SECURITY DEPOSIT POLICY 6 2012

How security deposits will be handled at : _____

Refund of the security deposit is subject to the following provisions:

1. Full term of lease has expired.
2. A 30-day written notice was given prior to leaving residence (form provided with lease)
3. No damage to property beyond normal wear and tear unit returned to entry inspection status.
4. Entire areas bedroom including floors, bathroom, closets, cupboards are clean (your shared area and room).
(A) Bathroom cabinets and closets must be emptied and cleaned. Tile, bathtub, shower stall must be cleaned and free to any stickers and the adhesive removed. Commode must be cleaned inside and out. Sink must be scoured. Walls and tile are free of dirt.
(B) Kitchen cabinets and counters must be clean and free of debris. Cabinets must be emptied and shelf paper removed (if installed by tenants). Sinks must be scoured.
5. No holes or scratches on walls, other than those made by approved picture hangers. All nails must be removed. Nail holes do not have to be spackled.
6. No burns, holes, stains on carpets or other floor surfaces. This only applies to those caused by you. Carpets must be vacuumed, and cleaned by a professional. All trash must be in proper containers and disposed properly.
7. Vinyl// tile ,wood floors must be swept and mopped. Other floors must be free of all debris and stains.
8. Outside area(patio & entry) must be free of all debris and property swept. .
9. All windows and entry doors must be closed and locked.
10. All utilities taken out of tenant(s) name(s) at approximately the same date as indicated on your 30 days notice. This also applies to telephone and cable services. Telephone service must be removed from the residence.
11. All keys must be returned to the landlord and with the landlord on vacating date by confirmed appointment at the unit or condo. **DO NOT LEAVE KEYS IN RESIDENCE.**
12. No unpaid late charges to delinquent rent is allowed. If so, it may count against the deposit and the tenant(s) may owe beyond the amount of the deposit
13. Forwarding address shall be left with the Landlord and the Post Office.

Question: What charges are made if condition are not complied with?

Answer: The cost of labor and materials for cleaning and repairs, delinquent payments and re-rental fee - if the lease has not expired.

Question: How is the Security Deposit returned?

Answer: By a check mailed to the forwarding address. **NO PICK-UP FROM THE LANDLORD.**
No application of security deposit to the last month=s rent is allowed.

Tenants receipt (initials) _____ date _____