

## **SECURITY DEPOSIT**

### **How to get your security deposit back**

1. **Turn in a 30 DAY NOTICE TO VACATE in writing:** Email or mail it to the office.
2. **Leave the apartment or house in the same condition that you rented it,** less NORMAL wear & tear.  
You need to:
  - A. **Clean** the entire apartment or house-
    - Carpet needs to be cleaned either by us out of deposit \$ or by our approved vendor only.
    - Clean the stove, oven; stove hood should be free of grease, wash cupboards, walls, baseboards.
    - Clean the appliances, bathroom, windows, ledges, floors, storage areas, clean & sweep garage, porch, balcony, blinds, everything!
  - B. You will be charged a percentage of the painting if you have not lived there **3 YEARS**.
  - C. Patch all the nail holes & holes, return to original color if you painted the unit.
  - D. Clean the carpet, no matter how old it is.
  - E. Hardwood floors must not have any new scratches, gauges, or water damage.
  - F. Wash all woodwork & cabinets of grease & dirt & fingerprints.
  - G. Remove any trash or personal belongings, even coat hangers, everything.
  - H. Clogged drains will be taken out of your deposit if we have to unclog them & any unpaid bill backs will also be taken out of your deposit.
  - I. IF YOU HAD A PET: Spray for fleas, deodorize & clean the carpet.

If you wish to hire a vendor prior to moving out, please ask us for our **approved vendors list**

**You must pay the vendor. We do NOT pay for your work ordered & done.**

- **ALL RECEIPTS MUST BE ATTACHED TO YOUR KEY TURN IN PAPER**

3. **Pay all your rent & late fees up until the day you move out.**
4. **TURN IN YOUR KEYS TO THE UNIT: Do not leave them in the unit.**  
**Your rent charges do not stop until your keys are turned into the office or to the onsite manager.**  
*\*\*\*You may request an **OPTIONAL** pre-move out inspection by notifying the office by **email or letter**, no later than **21 DAYS** prior to moving out in order for us to schedule the appointment. Inspections are done **WITHIN 2 WEEKS PRIOR TO YOU MOVING OUT.***

**21 DAYS AFTER YOU TURN IN THE KEYS TO THE OFFICE, YOU WILL GET A MOVE OUT CLOSING STATEMENT. THE STATEMENT WILL OUTLINE THE FOLLOWING:**

**Deposit paid/any charges against the deposit and/or balance due to the owner**

**ALL QUESTIONS REGARDING YOUR DEPOSIT REFUND MUST BE PUT IN WRITING –**

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