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## ***Security Deposit Refund Policies***

### **Step One:**

- A) Give the Manager a written notice 30 days on or before the 1<sup>st</sup> of the month, or on or before the day rent is due.

### **Step Two:**

- A) Dust throughout.
- B) Clean windows and windowsills inside and out.
- C) Defrost and clean refrigerator inside and out.
- D) Clean oven and range. Be sure to remove all burned spots from oven, range, drip pans and broiler pan. Lift top of range and clean underneath drip pans.
- E) Clean all fixtures, electrical wall and switch plates, chrome, tub, shower, basin, toilet, sinks, medicine cabinets, mirrors, lights, and exterior storage.
- F) Have carpets professionally cleaned. You will need to provide receipt for the service. Clean and wax floors.
- G) Clean all vents, exhaust fans, grills, and install new air filter.
- H) Clean all kitchen and bath cabinets, inside and out.
- I) Clean all wood work (doorjamb, baseboards, etc.); doors (remove any stickers, marks, etc.)
- J) Remove all trash inside and outside. Yards are to be mowed and trimmed. Leaves should be raked and removed, if applicable.
- K) Clean up after all pets; fill in any holes in the yard.

### **Step Three:**

- A) Contact the landlord after completely vacating so that inspection can be made. Utilities should be left on for the inspection. If desired, the tenant may request to be present. ALL keys must be returned prior to the inspection.
- B) There will be a charge for items left undone and for any damage to the property not noted on the move-in inspection sheet. The premises must be left in "rent ready" condition. This will be determined by the landlord at the time of inspection.
- C) Be sure the landlord has a correct forwarding address. A statement will be given after the inspection outlining any deductions from the deposit and a check will be mailed to the forwarding address within 14 days.