

## PROCEDURE FOR VACATING RENTAL PROPERTY

In order to receive your full deposit you must follow these procedures. Your deposit (minus any unpaid utilities, damages, fees etc) will be returned approximately **30 days** after the property is totally vacated provided the following:

1. The property is vacated and all keys have been forfeited.
2. Keys, which are not returned, will cost you \$45.00 and will be deducted from your security deposit.
3. All papers, newspapers, accumulated junk, wall posters, food in the refrigerators and on shelves, trash in rooms, basement trash, loose papers, bottles and cans in or outside the property must be put in bags and removed. This also applies to trash on porches, lawns, or in shrubs.
4. The **kitchen** must be totally cleaned! This includes: removal of grease and stains from walls, shelves, counters, ledges, top of refrigerator, etc. Refrigerators must be defrosted (if not an auto defrost model), wiped out, and disinfected. The stove is to be cleaned and **all** grease is to be removed from the stove including burners, inside oven walls and shelves. The sink, counters, and floors must be washed and the inside of the cabinets wiped out.
5. **Bathrooms** must be **totally** cleaned!! This includes: tubs, toilets, showers, sinks, floors, and cabinets. Use the appropriate bathroom cleaner to clean scum from tub areas, showers, and counters.
6. Windowsills, ledges, baseboards, and doors must be cleaned with a damp cloth and mild cleaning solution.
7. Hardwood floors should be damp mopped and free from all dust bunnies.
8. All light fixtures must have burned out bulbs replaced. Any that we must replace will cost \$2.00 each.
9. The following is a list of **approximate** deductions for damages or neglect:

a. Unreturned keys	\$45.00 per lock
b. Defrost and cleaning the refrigerator	\$20.00
c. Cleaning the stovetop or the oven	\$20.00
- Replace stove pans	\$5.00 each
d. Cleaning the kitchen cabinets and counters	\$30.00
e. Cleaning the bathroom	\$30.00 each
1. Chips in the tub or sink	\$15.00
2. Decals on the tub or sink	\$25.00

3. Broken toilet seat	\$20.00
4. Broken shower head	\$10.00
5. Broken Soap dish	\$25.00
6. Broken toilet tissue holder	\$25.00
7. Broken shower rod	\$35.00
8. Broken toilet tank cover	\$50.00
9. Broken mirror	\$50.00
10. Broken towel bar	\$25.00
f. Removal charge for each bag of trash	\$20.00
g. Wall damages or marked	\$50.00 per room
h. Vertical mini-blind replacements	\$70.00 each
i. Mini-blind replacement	\$20.00 each
j. The following will be replaced and our costs assessed to the account!	
i. Broken windows	
ii. Damaged Carpet	
iii. Other damages, missing appliances, fixtures or furniture, as well as hauling charges	

It is our intention to return 100% of all security deposits. Please leave the unit clean so that we do not have to assess charges. The majority of all charges are for the following reasons:

- a. Keys are not returned to our staff members
- b. Missing or burned out light bulbs
- c. Damaged vertical or mini-blinds
- d. Carpet not being cleaned
- e. Units not being cleaned
- f. Marks on walls