

## ATTACHMENT #3: SECURITY DEPOSIT POLICY AND CHECK-IN (2025)

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**Attachment #3: All terms in this Policy are part of the lease and its terms are enforceable under the lease being executed.**

This page is posted on the Leasing page of the Fountain Investments website: <http://www.fri-rental.com>. The return of the Security Deposit will be to one designated person on the lease in one check, unless there is a signed agreement in place that requests separate checks. Requests for separate checks will incur a \$30.00 fee, per check, per tenant. Tenants may add pages to page 4: Certification of Habitability.

**Cleaning and Repairs:** Landlord inspects the property prior to your moving in and makes every effort to ensure appliances and fixtures are in working condition. Help us help you by filling out the Certification of Habitability and making lists of Normal Wear and Tear and Needed Repairs.

**Certification of Habitability & Acceptance of Property (see p. 4):** Landlord is responsible for making all repairs necessary for rental unit to meet City of Boulder Housing Code standards and for meeting City of Boulder Rental License requirements. Please sign and date this form, attach your lists, and return this form within 48 hours of moving in.

**Normal Wear and Tear.** Landlord does not charge damages for normal wear and tear. Cleaning required for air ducts and disinfecting carpets for ESA's is not considered normal wear and tear as we do not permit pets of any kind under the terms of our lease. Cleaning required for smoking inside is not considered normal wear and tear. Remedial cleaning and repairs required at move out caused by storage of bicycles inside the unit is not considered normal wear and tear. Under this lease, smoking is prohibited inside units or in common areas, or anywhere on the property. Therefore, Landlord may charge for lawn clean up associated with improperly disposed of cigarette butts. Landlord reserves the right to hire a professional cleaning crew should tenant fail to clean residence at move-out. Professional cleaning fees range from \$75 to \$100/hr (based on number of employees). Landlord reserves the right to repair damage to plaster or drywall required should tenant install wall shelves or any kind of wall hanging using nails, hooks, pins, or tacks. Nails or hooks are not permitted in ceilings or plaster or drywall. Landlord may charge for repair of nail holes. Spackling repairs should be done by drywall or painting professional. Tenant spackling repairs if left to dry without proper sponging (leaving trowel marks) will cause more labor for us than if you did not attempt the repair yourself.

**Cleaning Guidelines during Lease and at move-out:** Do not use abrasive cleaners on counter tops or marble shower stalls. At move-out, horizontal surfaces should be clean (vacuumed, dusted, swept, scrubbed); Vertical surfaces should be kept clean (dusted; washed; scrubbed); Appliances & Fixtures clean and working; some ovens are self-cleaning, but you must dust them out at end of cycle. Floors must be swept, dusted, mopped, vacuumed. All lightbulbs must be in working condition. No personal belongings can be left inside or outside of the premises. Tenant is responsible for ensuring that all trash fits inside trash containers at move-out. Tenant may wish to call for a special trash pick-up if large items do not fit inside trash containers. Tenant will be charged for trash removal if there items are left on the ground or outside of the trash containers.

**Proper use of appliances (if provided), sinks, toilets, showers, and drains:** Tenants are responsible for proper use of appliances during tenancy and are responsible for their repair. Landlord is responsible for replacing appliances if repairs are not possible. Tenants are responsible for paying for unplugging toilets, plugged up drains, plugged up garbage disposals and washing machines if items put into these receptacles by Residents that cause them backup or overflow. It is strongly suggested that Residents invest in a \$5 toilet plunger and a \$10 garbage disposal Allen wrench if your unit has a disposal. During normal use, drains may become clogged with hair, clothing, soap film, labels from shampoo bottles etc. Please inspect your drains and remove hair before calling us and having to pay a plumber to unplug your drain.

**Repairs:** Please let us know about needed repairs in a timely fashion. If something needs repair and you know about it, please do not wait until the weekend to call for repairs. Tenant must notify Landlord immediately if you hear running water or if faucets don't close fully or if toilets continue to run excessively after flushing. A dripping faucet can cause a lot of damage if not corrected ASAP. If you are being kept awake at night by the sound of a running toilet, it is past time to call us for a repair. This is particularly important in conserving water. Tenants will be charged for any excessive water use due to such negligence or any use above that authorized by the City of Boulder. If your toilet is over flowing, turn off the water under the tank. PLEASE: Do not keep trying to flush a toilet that is obviously plugged up. This only makes the clean up harder. Residents will be held liable for damage exacerbated by their failure to notify Property Steward in a timely fashion of a hazard or problem that gets worse over time (e.g., a dripping faucet, running toilet, or broken pipe that creates increased water bills and/or eventually causes ceiling or carpet damage, animals living in attics or storage areas).

**Tenant Responsibilities:** Residents are responsible for replacing any and all light bulbs that burn out during their residency. Residents are responsible for maintaining dwelling unit, doorways, yard, and driveways free of leaves and trash and for

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maintaining premises reasonably orderly and clean. As of the date of move-in, Landlord warrants that the Rental Unit's drains will accept the normal household waste for which they were designed. They will not accept such things as coffee grounds, metal bottle caps, newspapers, paper towels, paper diapers, sanitary napkins, tampons, children's toys, large wads of paper or hair, grease, oil, table scraps, clothing, rags, sand, dirt, or stones. Tenants agree to pay for clearing the drains of any and all stoppages, except those caused by tree roots, defects due to Landlord negligence, or those caused by City of Boulder negligence, or acts of God. Tenants may be billed for repairs at the time of service or at the end of lease at owner's discretion. Unpaid bills may be deducted from rent and may result in underpayment or late payment of rents due. At time of move-in, Landlord certifies that light bulbs are in place and working properly. Landlord is not responsible for replacing light bulbs that burn out during your tenancy. **Appliance Repair:** Some appliances may be provided by Landlord. Repair of appliances during tenancy if required will be billed by the Landlord to the tenant. Appliance repairs include Garbage Disposals, Washers, Dryers, and Dishwashers if provided by Landlord.

**Recycling /Trash /Storage:** Tenants are responsible for Recycling Trash according to City of Boulder Ordinances and Guidelines as posted on the trash service website ([westerndisposal.com](http://westerndisposal.com)). No large items other than patio furniture or grills are to be stored outside premises or on porches without written permission of Landlord. No indoor furniture such as stuffed chairs and couches can be stored on porches and outdoor areas. Not permitted are such indoor furniture, kayaks, cardboard boxes, trash, construction materials, car roofs /seats, tires, tools, machinery, trailers, tents, other vehicles or parts thereof, flammable substances, used lumber, packing crates, broken furniture, hay bales, or any large objects that need to be taken to the dump or recycled. Such items may be removed by Landlord should Tenant fail to remove them when requested by Landlord. Moving and storage fees may be assessed to Security Deposit for such violations of the terms of lease. Tenant shall maintain the interior and exterior areas of the unit in a reasonably clean and sanitary condition at all times. Empty bottles cannot be stored on window sills which can be seen from the street or common areas. Materials for recycling or trash pick-up must be set out weekly according to scheduled pick-up times. Recycling materials cannot be left outside, uncovered except on day of pick-up. Landlord reserves the right to hire a cleaning crew to remove items from the property that violate this policy.

**Security Deposit Refund:** Please provide Landlord with your forwarding address so that you may receive your refund less costs (repairs, cleaning, damage if any) in a timely manner.

**Due Diligence and Care:** Landlord reserves the right to have the property returned at the end of the lease in good condition, less normal wear and tear. It is the responsibility of residents act as a property steward and to care for the property with due diligence. Tenants are not notify Landlord promptly if repairs are needed during the term of the lease.

### Guidelines and Checklists and Tips: Review Prior to Move-Out

1. Be familiar with the terms of your lease in terms of Check-Out time.
2. Review your check-in certification form.
3. Don't wait until the last minute to plan your move-out.
4. Start early getting rid of things you do not wish to take with you. Recycle usable stuff by giving old clothes and kitchen stuff to Aries, Goodwill, or Salvation Army. Mail stuff home to Mom and Dad. Toss trash and broken things. Have a garage sale. Contact the Homeless Shelter to see if they need something that you no longer want. Their phone number is: (303) 442-4646; e-mail: [boulder.shelter@juno.com](mailto:boulder.shelter@juno.com).
5. Get boxes and tape a month before move out so that you are prepared when you start packing.
6. It is much easier to clean the bathroom and kitchen after **everything** is out of the cabinets and drawers.
7. Agree not to cook after the kitchen has been cleaned. Send out for pizza. Have a cleaning party. Bribe your friends or family to help.
8. Get a copy of the wonderful book called Speed Cleaning by Jeff Campbell and The Clean Team (this book will change your life!).
9. Work from top to bottom, always. Cobwebs first! Dusting 2<sup>nd</sup>. Floors are last. If your house is on more than one floor, start at the top and work down.
10. Save the bathroom for last. You must replace the shower curtain before moving out (a new curtain was installed prior to your moving in).
11. The kitchen and bathroom will need the most work. Start early. Then at move out, it will just be a clean-up of one month's goop instead of a year or six month's worth.

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12. Concentrate joint efforts on horizontal surfaces and rooms with high use (kitchen, living room, hallways, and bathroom).
13. Don't forget window sills, light switch covers, baseboards, light fixtures, windows, and mirrors.
14. Don't rinse or wipe a surface close to floor before floor is free of dirt and grime. This is especially important in the bathroom (e.g., if the floor is not clean and you are trying to clean the toilet base, it is a lost cause).
15. Go around a room only once.
16. Be sure all light bulbs are working.
17. Clean up both front and back entry ways, doors, screens, carports, porches and clean up oil slicks in driveways. A word to the wise: pick-up cigarette butts, trash, cans, and bottles in the yards
18. Don't leave trash or garbage inside the rental unit or in the yards.
19. Don't leave things or food you want to keep behind: check top shelves of cabinets, closets, freezer, refrigerator, storage areas.
20. Again, review your check-in certification. We use this document as our checklist at move out.

**SAMPLE COSTS FOR REPAIRS & MAINTENANCE:** Cost-estimates for damages and repairs listed below for labor and materials are average prices. Residents may incur higher or lower costs, depending on nature of damage or time required for cleaning and repairs at move-out. This list is not exhaustive. Landlord may charge for items and damage not specifically listed below but that are required that are considered the responsibility of Resident.

Smoke Alarms:	\$50	Drywall Repair	\$30 - \$500
Carpet Cleaning	\$150 - \$250	Floor Damage	\$500 - \$3500
Wall/Ceiling Damage	\$50 - \$200	Trash Removal	\$20 - \$200
Cleaning	\$75/\$150/hr	Painting, Touch-up	\$50 - \$500
Refrigerators	\$50	Appliance	\$50 - \$500
Stoves	\$50	Fixtures	\$100 - \$500
Toilets	\$50	Woodwork/Doors	\$100 - \$500
Showers/Tubs	\$50	Mirrors	\$100 - \$250
Other Appliances	\$50	Blinds/Curtains	\$50 - \$200
Sinks/Cabinets	\$50	Screens	\$50 - \$150
Walls/Floors/Carpets	\$500 to \$3500	Ceramic Tile	\$100 - \$500
Entry Ways	\$50	Formica	\$100 - \$500
Oil Stains Parking	\$50 - \$100	Light Bulbs	\$3 - \$20
Landscaping	\$50 - \$350	Windows/Glass	\$100 - \$300
Nail holes, spackling	\$5 - \$200	Keys/Locks	\$200

### Statement of Stewardship:

We want to provide our residents with respect and consideration. To that end, we make every effort to provide prompt response to requests for needed repairs during the term of the lease. At the same time, we expect our Residents to care for our properties as they would the home of a friend or relative and to leave them in as good or better condition at move out.

**Repairs and Cleaning at the End of the Lease:** Damage to property by Residents who are moving out or by their guests or visitors during the term of the lease may require repairs after you have moved out. We want to provide clean and well-kept properties for new residents moving in. Therefore, we reserve the right to hire a professional cleaning crew to clean the property at the end of the lease, including professional cleaning of carpets. Charges for these services will be deducted from your Security Deposit, and we will provide copies of receipts for these services when your Security Deposit is returned. You will be charged for any damages that are due to tenant negligence or violation of the terms of the lease that require repainting of walls, repair of nail holes, or disinfecting of residence or ductwork. Please review the sections above carefully so that you understand our Security Deposit Policy.

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### CHECK-IN CERTIFICATION OF HABITABILITY & CHECK LIST FOR NORMAL WEAR AND TEAR & LIST OF NEEDED REPAIRS

A copy of page 4 of the Security Deposit Policy Statement will be given to Residents on the date of move-in.

**For the property known as:**

Unit #	Street Address	City	State	Zip
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**INSTRUCTIONS:** Complete the check-in certification using the checklist below. Some of the items on the checklist below may not apply to your specific residence. Sign and date this page and return a signed copy this page with attached lists to Fountain Ridge Investments within 48 hours of move-in. Residents should inspect the premises carefully using the checklist below and document any beyond normal wear and tear items by room name, kind of wear, and specific location. List fixtures or appliances (if any) that are not working properly and need repair below. Repairs will be scheduled with Residents in a timely fashion. Be sure to keep a copy of this signed form and lists with your lease.

**LIST WEAR AND TEAR BY ROOM NAME & LOCATION, and KIND (Appliance or Fixture):**

*For example: BR #1: East BR, ground floor, BR side: door has deep scratch near door knob.*

**ROOM NAME & LOCATION:**

Bedrooms: BR: List by BR# and location (Upstairs/Downstairs/Loft/North/ South/ East/West)  
Kitchen (upstairs, downstairs); Bathroom; Pantry; Entry Way; Deck; Patio (front, side, back); Storage Areas; Closets;  
Stairway; Hallway; Front Porch; Back Porch

**KIND OF APPLIANCE:**

Stove (top, burners, oven; drawers); Microwave; Refrigerator (drawers, shelves; crisper; handles); Garbage Disposal; Dish Washer; Washer; Dryer; Exhaust Fans; Furnace; Thermostat; Furnace; Water Heater

**KIND OF FIXTURE:**

Doors; Windows; Screens; Blinds; Light Fixtures; Light Bulbs; Outlets; Switches; Handles; Toilet; Sink; Carpet; Tile; Flooring; Walls; Ceilings; Counters; Drawers; Cabinets; Shelves

**APPLIANCES OR FIXTURES IN NEED OF REPAIR: List by kind of item, room name, and location**

\_\_\_\_\_ Check here if you have attached additional pages to this form.

By signing below, we acknowledge that the premises contain no conditions constituting a material danger or hazard to Residents' life, health, or safety.

<b>Signatures and Date:</b>