

Security Deposit Reminders

SECURITY DEPOSIT – Tenant paid Landlord a Security Deposit of \$ _____

The Landlord or its agent may apply the deposit toward unpaid rent or damages upon termination of occupancy.

1. The resident must have completed his/her lease and given a 60-day or 30-day written notice (whichever is required by the lease) of their intention to vacate their unit to the management in writing. The Notice of Intent to Vacate is a legally binding and the unit may be pre-leased anytime after the notice has been given.
2. The resident must clean each kitchen appliance thoroughly. The manager will be the sole determiner of this cleanliness and will charge for each major appliance that is left dirty. Residents shall remove all debris such as coat hangers, boxes, rugs, and clean the unit thoroughly. All cabinets, shelves, vanity tops, and plumbing fixtures should be properly cleaned.
3. Deductions from security deposit will be made if repairing, cleaning, or painting needs to be done to the walls or woodwork beyond what would be caused by a reasonable amount of wear and tear to these areas under circumstances. This will be taken into consideration and the resident will not be charged unless the repairs are deemed excessive.
4. Any damage done to the unit, or its furnishings, will also be charged against the resident's deposit. Cigarette burns, broken windows or screens, carpet stains, chips on appliances, or damaged blinds will be assessed on an individual basis.
5. Damages due to smoking or pets are not considered normal wear and tear.
6. Tenant agrees to provide a receipt for the cost of professionally cleaning the carpet by Landlord's approved vendor. If receipt is not provided, the actual cost will be deducted from security deposit.
7. The unit will not be inspected until the resident has removed all of their belongings from the premises or given up possession to the premises. He/she shall call manager and request the completion of an inspection of the unit and turn in all keys to staff the day the premises are vacated. An additional \$35.00 per lock will be charged if keys are not returned.
8. **ENTRY BY LANDLORD** – The Landlord, or his agents, may upon giving reasonable notice to Tenant (approximately 24 hours), enter the rental unit during reasonable hours to inspect the premises, make necessary or agreed repairs, exterminations, alterations or exhibit the rental unit to prospective tenants, purchasers, mortgages, workmen or contractors. **When Tenant has given written Notice of Intent to Vacate, the Landlord may show the rental unit to prospective tenants during reasonable hours.**
9. An itemized statement will be provided detailing the cost of such charges along with a check for the balance of the deposit. If these charges exceed the amount of the deposit, Tenant agrees to pay the amount due. Landlord may also assess tenant for any fees, charges, expenses, or costs incurred for collection of amounts due landlord.
10. Provide a forwarding address in writing to management. The deposit refund will be sent to the address provided. If no address is provided, the deposit will be mailed to the dwelling address.

It is not our objective to keep your security deposit. We sincerely hope we can give it all back. Thank you for living with us, we hope that we provided you with a happy home! The following page is a guideline of costs to clean, repair, or replace items in the unit. This is not a complete list of costs and other charges may apply depending on the move-out condition of the unit.

Cleaning Charges		Replacement Charges	
Clean Refrigerator	\$30.00	Replace Smoke Detector Battery	\$5.00
Clean Freezer	\$20.00	Replace 60W Light Bulb (each)	\$5.00
Clean Range Top & Oven	\$50.00	Replace Light Globe or Cover	\$20.00
Clean Vent Hood	\$10.00	Replace Ceiling Fan	\$100.00
Clean Dishwasher	\$20.00	Replace Grease Filter on Vent Hood	\$10.00
Sweep, Mop, or Vacuum (each room)	\$10.00	Replace Mini-Blind Small (each)	\$30.00
Clean Sink, Cabinets, Cabinet Drawer, Countertop, Mirror, Floor (each)	\$15.00	Replace Mini-Blind Large (each)	\$70.00
Clean Shower/Bathtub	\$50.00	Replace 4 Drip Pans	\$30.00
Toilet	\$30.00	Replace Smoke Detector	\$30.00
Wipe down walls (each wall)	\$10.00	Replace Fire Extinguisher	\$60.00
Wipe down baseboards (each room)	\$20.00	Replace CO2 Detector	\$50.00
Vent Grates, Light Fixtures, Ceiling Fans, Blinds, Windows (Each)	\$10.00	Replace Washer Hoses	\$40.00
Trash Removal (per bag of trash)	\$25.00	Replace Garbage Disposal	\$100.00
Trash Removal (per large item)	\$25.00	Replace Appliance	Per Vendor Bid
Clean up cigarette butts (per 30 min.)	\$30.00	Replace Door	Per Vendor Bid
Clean Carpet	Per Vendor Bid	Replace Entire Window	Per Vendor Bid
Full Clean unit	Per Vendor Bid	Window Screen	\$30.00
		Toilet Paper Holder	\$15.00
		Towel Bar	\$15.00
		Shower Head	\$50.00
		Outlet Cover/Switch Plate (each)	\$5.00
		Deadbolt Replacement/Lock Change	\$35.00
		Passage Lock/Door Knob	\$25.00
		Key Copy/Replacement	\$5.00

Large Replacement Items		Painting, Patching, and Prep Items	
Refrigerator Crisper Drawer	Per Vendor Bid	Full Paint 1-Bedroom	\$300.00
Oven Replacement Parts	Per Vendor Bid	Full Paint 2-Bedroom	\$400.00
Carpet Replacement	Per Vendor Bid	Full Paint 3-Bedroom	\$500.00
Vinyl Replacement	Per Vendor Bid	Primer Paint-Kilz (Odor in unit)	\$500.00
Countertops	Per Vendor Bid	Sheetrock Repair (1x1 foot section)	\$50.00

Repairs due to Tenant neglect			
Replace Faucet	\$70.00	Maintenance Technician (per hour)	\$40.00
Unclog Sink	\$30.00	Lock-Out Fee	\$25.00
Unclog Toilet	\$40.00		
Unclog Bathtub/Shower	\$40.00		
If contractor is called, tenant is responsible for entire invoice if tenant is at fault.	Per Vendor Bid		

****OTHER DAMAGE CHARGES WILL BE DETERMINED BY THE EXTENT OF DAMAGE AND THE COST TO MAKE THE NECESSARY REPAIRS.**