

## SECURITY DEPOSIT REFUND

1. Your deposit will be mailed to you. **NO EXCEPTIONS!!!!**

Be sure to leave a forwarding address when you return your keys. You should file a change of address with the postal service so your mail will be forwarded to the correct address. We will not be responsible for mail that arrives after your lease ends. Your refund and/or statement of charges will be returned following the inspection of the apartment within 30 days after the lease end date (as required by law) to the one forwarding address left.

2. To insure a FULL refund, the following must be done:

a. All items and conditions of the lease must be met; rent and late charges paid in full.

b. Empty and clean the refrigerator. Dry it out and set the dial on ONE. Be sure to clean the kick plate while you have it off to empty and clean the drip pan. The drip pan can only be effectively cleaned after the refrigerator is completely defrosted and all water is wiped up. If there is any ice in the freezer, defrost it and clean up the water. Water on the floor can cause damage to the apartment. Pull the refrigerator out and clean sides and top of refrigerator as well as the floor behind and under it. Do not turn the refrigerator off.

c. Clean the stove both the top and the oven, thoroughly. Clean under the dials, under the stove top, pull out the oven from the wall and clean the sides. Clean the broiler drawer. If it is electric, pull out the drawer and sweep under it.

d. Remove all garbage and personal items.

e. Clean all floors, especially around appliances, edges, and corners.

f. Vacuum all carpeting. Carpets should be vacuumed and cleaned last. If stains do not come out with the cleaning, you should expect to pay to have the damage repaired or the carpet replaced.

1. If you have a pet, you are **REQUIRED** to have carpet professionally cleaned and **deodorized** throughout the unit.

An area that is a continual problem is the edges of rooms and the steps where pet hair tends to accumulate. Acceptable companies are Service Master and Stanley Steamer. When you pay a cleaning service, you **MUST** submit a copy of the bill when you check out or you will be charged.

2. If you do not have a pet and there are travel areas, stains or odors, carpet must be shampooed. When you pay a cleaning service, you should submit a copy of the bill when you check out. Acceptable companies and products are Service Master and Stanley Steamer.

g. Wipe off all window sills, frames and moldings with a damp cloth. Windows with food grease, or pet prints should be cleaned. You will need a degreasing agent to get off the grease stains.

h. Shake out or vacuum off all draperies. Vertical blinds should have each slat wiped off and the top guide should be vacuumed off.

i. Wipe off all curtain rods when removing drapes.

j. Clean toilets thoroughly, inside and out, being sure to clean both sides of the toilet seat and the base. Clean floor and wall behind the toilet. Clean exhaust fan and covers. A lot of dirt accumulates in the grills.

k. Wipe all shelves in every closet with a damp cloth.

l. Remove all light covers and wash them. Replace them. If you have broken the light cover, you must replace it with a similar cover.

m. Fill all nail holes with spackling compound, sand smooth and get touch-up paint to cover areas. The paint used in

most units is MAB flat latex. All tape, nails and putty must be removed. The color should be written on the water heater. If the color is Dover, tell MAB it is the Dover Mix for Professional Property Management. If not, call and leave a message and we will get the information back to you.

- n. Remove and wash the filter over the stove and wash the exhaust hood inside and out, removing all grease.
- o. Clean the inside of all kitchen cabinets and drawers. Clean the cabinet doors if needed. Use a scouring pad if necessary to remove food. In the bathroom, thoroughly clean the medicine cabinet and sink cabinets. Remove any loose shelf paper. If microwave probes, cookbooks, broiler pans or oven racks are furnished, please leave them clean and inside the microwave or stove so they can be readily inventoried.
- p. Clean all mirrors.
- q. Clean the shower walls and tub. Remove all soap scum. Dow Bathroom Cleaner works very well. If you have a fiber glass tub surround, be sure to remove all soap film. A scrub brush and "Soft Scrub" seem to work well. Be sure to clean top edges of tub.
- r. Clean all sinks, inside and out.
- s. Remove all shower curtains.
- t. Remove and replace the furnace filter.
- u. Replace all light bulbs that are out with the correct type. Please be sure to check all appliance lights. Please be sure to use spot light bulbs for recessed lighting. Never use bulbs that are higher than 60 watts or 75 watts for flood bulbs. Replace smoke alarm batteries if needed.
- v. Sweep and dust the water heater closet, the furnace room, and baseboard heaters.
- w. Excessively soiled light switches, walls, doors, or windows should be washed.
- x. All screens and windows must be intact and in place. If your windows are not self storing, please make sure the storms or screens are in a closet in the apartment where they can be inventoried. Any windows or screens not in the apartment will be assumed missing and could result in a deduction.
- y. If you have a pet in the unit, please remove it at least one week ahead of time. Fog the premises for fleas (each level) and then fog again when you move out. This should kill any new fleas that hatch. (Refer to your pet addendum.) Turn in the receipt for flea bombs with your keys, or you will be charged.
- z. If your apartment is furnished, please leave all furniture neatly arranged. Remove the sofa cushions and vacuum under them. Make sure all hard surfaces are cleaned and drawers empty and free of debris.
- aa. Turn in all keys and duplicates and leave a forwarding address at our office.
- bb. For houses where tenants are responsible for lawn maintenance, please make sure your lawn is mowed, bushes trimmed and no garbage is in the yard. It is especially important to make sure trees and weeds are not left growing along the foundation.

If you have any questions about any of the above, please call us at 351-1800. Thank you.