

CHECK OUT INFORMATION FOR 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. Pull the refrigerator out and clean sides and top of refrigerator as well as the floor behind and under it. Do not unplug or turn the refrigerator off.

c. Clean the stove both the top and the oven, thoroughly. Clean or replace drip pans if unable to get clean. Clean under the dials, under the stovetop, 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, (whether legal or illegal) you are **REQUIRED** to have carpet and furnishings 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 Steamatic, Absolute Best Care, and Turner's Carpet Cleaning. Call the office for other acceptable companies. When you pay a cleaning service, you are **REQUIRED** to submit a copy of the bill when you check out or you will be charged. Reminder for tenants with pets legally or illegally: Receipts are required to be turned in for carpet and furniture (in furnished units) cleaning and deodorizing.

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 Turners Carpet Cleaning, Steamatic, and Candid Carpet Cleaning. Call for additional acceptable companies

g. Wipe off all windowsills, 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. Vertical blinds should have each slat wiped off and the top guide should be vacuumed off.

i. 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.

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

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

l. 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. Call and leave a message and we will get the information back to you. MAB paint may be purchased from MAB or Nick's Porterhouse Paints.

m. Remove and wash the filter over the stove and wash the exhaust hood inside and out, removing all grease.

- n. 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 shelf paper.
- o. Clean all mirrors.
- p. Clean the shower walls and tub. Remove all soap scum. If you have a fiberglass tub surround, be sure to remove all soap film. Be sure to clean top edges of tub.
- q. Clean all sinks, inside and out.
- r. Remove all shower curtains.
- s. Remove and replace the furnace filter.
- t. Replace or clean window air conditioner 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 had a pet in the unit whether a legal pet or an illegal pet you are required to fog the premises for fleas. (each level) and have any carpet and furnishings cleaned and deodorized by an approved company. Refer to your pet addendum. Turn in the receipt for flea bombs and carpet (and furniture where furnished apartment) cleaning and deodorizing 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.

Remember, we have to contract out for items you do not do at checkout. It is much more cost effective for you to replace lights bulbs, furnace filter, etc. than to pay for a company to do the work.

If you have any questions about any of the above, please email ppmrent@yahoo.com or call us at 351-1800. Thank you.