**Proper Notice:** As stated in your rental agreement, your Security/Cleaning Deposit is fully refundable - **as long as you comply with all the terms of your agreement.** That includes giving **proper written notice** of your intent to vacate the property - a **minimum of thirty calendar days** prior to the end of the next rental period - for example, if you are on a month-to-month agreement and you want to move at the end of June, you should plan to give **written notice before** the end of May - we have a form in the office you can use to provide this notice. If you plan to move in the middle of a month, for example June 15th, you will be held responsible for the rent until the end of June, or, if the property is re-rented before the end of June, until the date a new tenant takes occupancy.

**End of Lease Notice:** If you are on a lease and want to move at the end of your lease, you should plan to give **written notice** prior to the end of the month before the last month of your lease - **for example**, if your lease expires on July 31st, you should plan to give **written notice** before June 30th. If you need to move out of your property before the end of your lease you will still be held responsible for the rent until the end of the lease, or until the property is re-leased. Contact our office to discuss how we can assist in this circumstance.

**Utilities:** In all cases if you move out of the property before the end of your responsibility as a tenant, you will be required to pay for all utilities that were your responsibility during your tenancy. It is helpful, and less expensive, if you leave the utilities in your name until the last day you are responsible for the rent. For example, if you have given proper notice that you will be vacating the property on June 30th, but you actually move out on June 20th, you should leave the water/sewer/trash, electric, gas (as applicable) in your name until June 30th. If you don’t do this, the utilities will be transferred into the owner’s name - there may be transfer charges assessed and it may take longer to settle the final bills and thus delay the refund of your deposit.

**Cleaning:** Another area that creates misunderstandings and deductions from the Security/Cleaning Deposit is required cleaning, maintenance and repairs. Paragraph 19. Surrender Of Premises, describes in detail what is expected in the way of cleaning, repairs and maintenance. From a practical matter, the following is a list of discrepancies that are most often found during a check-out inspection.

**Kitchen –** All cabinets and drawers need to be vacuumed and wiped out with no crumbs remaining. The oven, range hood and stove top need to be cleaned and free of grease; if you used self-clean on the oven be sure to remove racks and clean them separately. The oven needs to be wiped clean even after self-cleaning. Purchase new drip pans. Be sure the garbage disposal has been cleared of silverware, screws, bones, etc. Refrigerator/freezer needs to be washed and cleaned thoroughly so that no debris and/or sticky spots are present. You will also need to pull out the refrigerator and stove to clean underneath and wipe down the sides. Kitchen counter tops and the outsides of the cabinets and drawers will also need to be wiped clean. The sink needs to be scrubbed well and free of stains.

**Bathrooms** - All cabinets and drawers need to be vacuumed and wiped out with no hair remaining. Medicine cabinet and mirror need to be cleaned (not streaked); tub/shower enclosure needs to be scrubbed and fully clean (to check for residue, run your hand over the tub enclosure/tile after cleaning, if you have soap or cleanser residue on your hand, the area will not pass inspection); toilet not clean - especially check the hinges behind the seat; light bulbs burned out or missing.

**Carpets** - **the rental agreement requires that the carpets be “freshly, professionally steam cleaned**”, this means that you must contract with someone who does carpet cleaning as a business - you are not allowed to rent a machine and clean the carpets yourself, and you can’t have your neighbor, who has a really good carpet cleaning machine do the carpets for you. You can either have ADL Maintenance or Timberline Carpets clean your carpets, or you can hire another carpet cleaning service in town - if you hire another service, you must provide a copy of the paid receipt to our office, or the carpets will be cleaned by our service and the cost will be deducted from your deposit. **The carpet cleaning should be the last thing done after you move out but on or before the date of your termination.** You should turn in keys at our office immediately after you vacate the property - if keys are not turned in **you will be charged to have the locks changed.**

**Light Bulbs** - All light fixtures should have a good light bulb. It is much cheaper for you to replace burned out bulbs than it is for our handyman to replace the bulbs and charge you for his labor as well.

**Smoke detectors** - should have good batteries and be in working order and not beeping.

**Lawns** - you should continue to water and mow the lawn until the end of your tenancy. If you move out of the property before the end of the month, you are still responsible for watering and mowing. If this service needs to be contracted, the cost will be deducted from your Deposit.

**By law we have sixty (60) days to process your deposit refund analysis. It will take a minimum of 30 days to get all of the final utility bills back. Therefore, the refund will be sent sometime between 30 and 60 days from the date that you vacate the property.**

UPON VACATING YOUR RENTAL UNIT, KEYS AND REMOTE CONTROLS NEED TO BE RETURNED TO OUR OFFICE NO LATER THAN **MIDNIGHT** OF THE LAST DAY OF YOUR TENANCY. IF NO KEYS OR REMOTES ARE RETURNED BY THIS TIME, YOUR UNIT WILL BE REKEYED AND/OR NEW REMOTES PURCHASED AT YOUR EXPENSE.

**Important Notes:**

* If any of the cleaning items listed above are not completed a cleaning crew will be sent in and the minimum cleaning charge will be $100.
* Repairs such as replacing broken blinds, repairing holes in walls and/or doors, replacing carpet that has been damaged or repainting due to tenant negligence will all be tenant charges.
* Please be sure to return the 2 keys that you were issued on your move-in day. These original keys are stamped with an eagle. If you do not return the 2 original keys the locks must be rekeyed at a minimum fee of $125.
* Since water bills are billed a month behind and you did not pay a water bill on your first month of tenancy you will pay 2 water bills upon move out. These are deducted from your deposit.
* If you do not take gas and electric bills out of your name early you can avoid a transfer fee. It is best to let the new tenant call to put bills into their name which will force close your account. The last gas and electric bills will be deducted from your deposit.
* If you are breaking your lease it is up to the owner of the property to decide if they will refund any deposit. If the owner agrees to a refund you will still be responsible for the 20% re-rental commission that the owner normally pays when a lease is completed.

I have read and complied with these requirements to the best of my ability.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE RETURN THIS FORM WITH YOUR KEYS TO OUR DROP BOX OR TO OUR OFFICE NO LATER THAN MIDNIGHT ON THE LAST DAY OF YOUR TENANCY.