

DEPOSIT REFUND CHECK LIST

- 1) ALL Refunds are subject to cleaning and/or repairs needed
- 2) The Landlords definition of clean is final.
- 3) To insure that you receive the most possible deposit refund, be sure to read the following checklist carefully.

On the back side of this paper is a checklist of items that will be checked for cleanliness. Please read it carefully to insure you receive your full deposit back.

Effective January 1st, 2010, professional house cleaning is required for all move outs. However, the more you are able to clean, the less work a professional cleaner will have to do, meaning the more you may receive from your deposit. It is in your best interest to clean the home entirely and to the best of your ability. PLEASE NOTE: Ned Baker Real Estate, does not make money off the items charged to you, the amounts charged will be direct bills from the independent Vendor scheduled; you will receive copies of all bills charged to your account, upon your final accounting.

PLEASE NOTE:

You are responsible for notifying the gas, water/sewer, electric, telephone and all other utility companies to discontinue service. In addition, please notify Paylease to terminate any automatic payments.

All keys and garage door openers must be returned to NED BAKER REAL ESTATE at the time of vacating; if keys and garage remotes are not returned, you will be charged the market rate for the locks to be changed and the remotes to be replaced.

You will be charged for any damaged property, lost property, or unauthorized alterations. Light bulbs must work and any drip pans must be replaced. Carpets will be cleaned by a professional hired by our NED BAKER REAL ESTATE, please DO NOT schedule a carpet cleaning company to shampoo the carpets; Ned Baker Real Estate will schedule this.

FINAL ACCOUNTING:

An accounting of your security deposit and any refund due can be expected within 31 calendar days of returning your keys. Please provide a forwarding address and a phone number at the time of your vacancy. If you have any questions or comments regarding these requirements, please call our office at 503-364-6797.

EACH ROOM:

- a. Windows, windowsills, and window tracks must be cleaned.
- b. Woodwork and walls must be cleaned; food spills, crayon marks, etc., must be removed.
- c. Baseboards must be cleaned.
- d. Heaters must be cleaned (Baseboard and forced air vents).
- e. Light fixture covers must be cleaned.
- f. Floors must be mopped/vacuumed.
- g. Outlet and switch plate covers must be cleaned.
- h. Cobwebs must be removed.

KITCHEN: Same as "each room", plus the following:

- a. Cupboards must be cleaned inside and out, Formica and woodwork washed or dusted as needed.
- b. Range and oven, burners, drawers, etc. must all be cleaned. DRIP PANS MUST BE REPLACED.
- c. Refrigerator must be cleaned completely, inside and out.
- d. Stove and refrigerator must be pulled away from the wall and that area of the wall and floor must be cleaned.
- e. Dishwasher must be washed down, inside and out.
- f. Fan and fan cover over range must be cleaned.

BATHROOM: Same as "each room", plus the following:

- a. Tub and shower and surrounding area must be cleaned.
- b. Shower and doors and tracks must be cleaned.
- c. Toilet, sink, cabinets, etc., must be cleaned.

ENTRANCES AND EXTERIOR:

- a. Porches and stairways must be swept clean.
- b. Doors: Wax as need, inside and out.
- c. Garbage area swept and cleaned; all trash hauled away.
- d. Grass must be cut.

MISCELLANEOUS:

- a. Garage, carport, and basement areas must be cleaned and swept.
- b. Areas around furnace and hot water heater must be dusted or cleaned as needed.
- c. Smoke detectors must be tested and batteries replaced if needed.
- d. Clean out fireplace where present.
- e. Where applicable, heating unit vacuumed and dust cleaned away.