

## DEPOSIT REFUND CHECK LIST

ALL REFUNDS ARE SUBJECT TO CLEANING AND OR REPAIRS NEEDED  
THE LANDLORD'S DEFINITION OF CLEAN IS FINAL  
TO INSURE THAT YOU RECEIVE YOUR FULL DEPOSIT BACK BE SURE  
TO READ CAREFULLY WHAT WE WILL LOOK FOR:

*You are responsible for notifying the gas, water/sewer, electric, and telephone companies to discontinue service. All keys & garage door openers must be turned in at time of vacating. If keys are not returned you will be charged for the locks being changed. You will be charged for any damaged property, lost property, or unauthorized alterations. Light bulbs must work, drip pans must be replaced or spotless. The following is a list of items that will be checked for cleanliness, please read carefully to insure you receive your full deposit back:*

EACH ROOM:

- A. Windows, windowsills, and window tracks must be cleaned.
- B. Wood work and walls must be cleaned; food spills, crayon marks, etc., must be removed.
- C. Baseboards must be cleaned.
- D. Heaters must be cleaned. (Baseboards and forced air vents)
- E. Carpets must be shampooed by a professional (we will arrange for this upon move out)
- F. Light fixture covers must be cleaned.
- G. Floors must be mopped/vacuumed.
- H. Outlet and switch plate covers must be cleaned.
- I. Cobwebs must be removed.

KITCHEN: Same as "each room", plus:

- A. Cupboards must be cleaned inside and out, Formica & woodwork washed or dusted as needed.
- B. Range and oven, burners, drawers, etc., must all be cleaned. Drip pans 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:

- A. Tub and or shower and surrounding area must be cleaned.
- B. Shower 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: wash as needed, 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

***Ask yourself this: "Is this property clean enough for me to move into?"***

AN ACCOUNTING OF YOUR SECURITY DEPOSIT AND ANY REFUND DUE CAN BE  
EXPECTED WITHIN 30 DAYS OF RETURNING YOUR KEYS.

Please make sure to leave a forwarding address and phone number at the time you turn in keys.

Please call with any questions or comments regarding the requirements listed above.