

PROCEDURE FOR VACATING STUDENT RENTAL PROPERTY

In order to receive your full deposit back you must follow these procedures that assure the property will be left clean and in proper condition.

1. Report any damage you have committed individually or as a group. If you would like to notified us of any damage which was committed by another tenant to avoid being charged for it, **this must be done in writing. (Unreported damages will be charged proportionately to all residents)**

2. The property must be **vacated by noon Friday August 5th** per your lease agreement. If you move out prior to the 8th drop your keys and self addressed envelope at the office immediately.

3. All exterior doors and windows must be locked when you leave the premises. **IMPORTANT:** As each person leaves the premises they need to drop their keys off at our office or drop them through our mail slot if it is past 5:00 p.m. To avoid your not being properly credited for the return of your keys, please tape them to a piece of paper with your name and rental address.

4. We need a self address envelope which has your name and forwarding address on it for us to use when mailing your security deposit back. **NO SECURITY DEPOSITS WILL BE RETURNED WITHOUT THIS FORWARDING ADDRESS BEING PROVIDED TO US IN WRITING!!**

5. All papers, newspapers, accumulated junk, wall poster, food in refrigerators, food in shelves, trash in rooms, basement trash, loose papers, bottles and cans in or outside the property must be put in bags and removed. This also applies to trash on porches or in shrubs.

6. You are responsible for the cost of the carpet cleaning per your lease agreement. It is much easier for you (and us) if the cleaning is scheduled by our office, but if you choose to schedule this yourself, **make sure you turn in a copy of the professional carpet cleaning companies invoice with your keys.** If you do not turn in a copy of the carpet invoice, we will assume that the carpets have not been cleaned and clean them at your expense.

7. The kitchen must be totally cleaned! This includes removal of grease and stains from the walls, shelves, counters, ledges, tops of refrigerators, etc. All refrigerators must be wiped out and disinfected.

8. All grease is to be removed from the stove including burners, and oven inside walls and shelves, remove all aluminum foil and do not replace with new foil. To clean around burners, you must lift the stove top up. **(It is important that stoves and refrigerators are pulled out and floors cleaned below cleaned under them and walls cleaned behind them)**

9. Cabinets must be cleaned inside and out.

10. Sinks must be cleaned

11. The bathroom must be totally cleaned including tub, toilet, showers, sinks, floors, and cabinets. Clean scum AND MOLD from tub areas and showers.

12. Window sills and ledges must be cleaned with damp cloth.

13. All glass and mirrors clean with Windex

14. All light fixtures must have burned out light bulbs replaced. Any light bulb which we must replace will cost you \$5.00 each, so it is in your best interest to have all light bulbs installed (including the basement) just as they were when you took possession. Clean glass fixtures- free of dust and bugs.

15. Your deposit will be returned thirty days after the expiration of your lease provided the aforementioned procedures are followed and you have provided us with your forwarding address in writing.

16. MAKE SURE TO SCHEDULE A SHUT OFF DATE FOR YOUR PHONE AND CABLE (along with other utilities for those of you who pay your own). THESE COMPANIES WILL CONTINUE TO CHARGE YOU WHETHER YOU ARE THERE OR NOT.

Here is a list of approximate deductions for damage or neglect to be divided by the number of occupants.

1. Unreturned keys which must be replaced \$5.00 each
2. Walls dirty, or with holes, in common areas, necessitating painting, per room \$75.00
3. Residents room left dirty \$30.00
4. Bathroom dirty \$100.00
5. Kitchen dirty \$100.00
6. Stove un-cleaned \$100.00
7. Refrigerator not defrosted, unclean. Each \$50.00
8. Each bag of trash collected and removed to landfill \$10.00
9. Broken windows, Each \$ As Assessed
10. Damage to property \$ As Assessed
11. Carpet burns \$ As Assessed
12. Pet stains \$ Total value of carpet
13. Missing or burned out light bulbs each \$5.00
- 14.strong> All unpaid invoices (electric overages, A/C, late fees)as invoiced

It is our intention to return 100% of all security deposits. Please leave the place clean so that we do not have to assess charges against you!!! It would be in your best interest to use the move out checklist.

The last person to leave the premises can leave the checklist on the kitchen counter.

The majority of all charges which we make against security deposits are for the three following reasons:

A. Trash piles are left on the curb on the wrong day or left LOOSE or un-bagged in the yard. **REMEMBER, trash must be bagged (FIVE BAG MINIMUM) and left in the yard between the house and the sidewalk. Be sure not to leave it on the street side of the sidewalk (unless it is your normal trash day) or the city will remove it and you will be fined.**

B. Almost all light bulbs are missing or burned out.

C. The place is not left clean as it was when you took possession. Especially when the kitchens and bathrooms aren't cleaned and the carpets aren't swept and cleaned.

PLEASE TAKE CARE IN THESE AREAS!!!

Respectfully,

G. Matthew Westfall

P. S. PLEASE REMEMBER TO TURN IN A SELF ADDRESSED ENVELOPE SO THAT WE CAN RETURN YOUR SECURITY DEPOSIT IN A TIMELY FASHION. DROP OFF YOUR KEYS ON OR BEFORE AUGUST 8TH. IF THE OFFICE IS CLOSED PUT YOUR KEYS THROUGH THE SLOT TO THE LEFT OF OUR FRONT DOOR.