

STANDARDS FOR REFUND OF SECURITY DEPOSIT

1. A 30 Day Written Notice of Moving must be given to **MANANGEMENT**.
2. For a complete security refund there must not be any damages, rent owing, and/or the following must be accomplished:
 - a. **BATHROOMS**: Shower, bath tub, toilet, wash basin and all fixtures, cleaned and shined. (No Water deposits)
 - b. **CABINETS**: Cleaned inside and out.
 - c. **CARPETS**: Vacuumed, free of stains and shampooed professionally.
 - d. **CLOSETS**: Shelves clean and dusted.
 - e. **FLOORS**: Hard surface floors cleaned, including entry tiles.
 - f. **KITCHEN**: Appliances cleaned and shined inside and out, ovens cleaned, top of range and overhead hood and filter cleaned.
 - g. **CEILING**: Free of dust and cob-webs.
 - h. **LIGHT FIXTURES**: All removable glass fixtures washed and cleaned.
 - i. **DOORS**: All doors must be cleaned of handprints and dust.
 - j. **WINDOWS**: Windows cleaned and all crevices inside and out, and screens cleaned. (screens are removable from inside)
 - k. **PATIOS AND BACK WALKS**: Weed free and washed down.
 - l. **CARPORTS**: Must be washed down and free of oil stains.
 - m. **WALLS**: Must be free of handprints and any kind of crayon or pencil marks.
 - n. **MINI BLINDS**: Cleaned inside and out.
 - o. **REFRIGERATORS**: Cleaned and shined inside and out. (if applicable)
3. An inspection of the premises by the **MANAGER** will be during the day-light hours after the premises is vacant.
4. The premises must be ready for the next tenant in order to receive security deposit.

PLEASE ALLOW 3 WEEKS FOR DEPOSIT REFUNDS.

DATE: _____

TENANT: _____

MANAGEMENT: _____