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### **Tips in Order to Get Your Deposit Back**

We have received your notice that you are moving out the property. We wanted to remind you of important steps you must take in order to get your security deposit back.

- 1) Review your lease and make sure you have fulfilled all of the terms of your lease and proper notice was given to vacate.
- 2) Schedule your utilities to be turned off on the date you have provided us (no sooner, unless you have worked that out with the office).
- 3) It is important to leave the property in the same condition it was when you rented it. Clean up the property. Clean the appliances, bathrooms, kitchen cabinets, floors. If there are stains on the carpets, you will need to have the carpets cleaned.
- 4) Remove ALL personal property and trash from the entire property including garage and basements. Do not set heavy trash out items out for trash pick-up. They will NOT pick them up, and, consequently, you will be charged for us to haul it off.
- 5) If you are responsible for cutting your grass, do so within 5 days of vacating the house/apartment.
- 6) Make sure furnace filter is replaced according to your lease.
- 7) Replace any missing light bulbs and make sure smoke detector has working batteries.
- 8) Your final water bill must be paid in order to get your deposit back.
- 9) Return the keys to the office, along with your forwarding address. You are charged per day until the keys are returned.
- 10) This list is not all-inclusive of every possible reason a deposit may be withheld.

Thank you for renting from us and we look forward to providing you a good future rental reference.

Charlene & Robert