



## SECURITY DEPOSIT POLICIES AND CONDITIONS FOR REFUND

### ✓ Resident's Move-Out Checklist:

- \_\_\_ 1. Full term of lease or lease extension has expired.
- \_\_\_ 2. Thirty (30) day written notice has been given to management company. The move-out date in notice must be the last day of a month.
- \_\_\_ 3. Military service members must provide a copy of relocation orders when terminating lease prior to expiration date.
- \_\_\_ 4. No delinquent rent or unpaid items are owed by Resident.
- \_\_\_ 5. Forwarding address has been provided, in writing, to management company.
- \_\_\_ 6. Replace AC filter(s), if applicable.
- \_\_\_ 7. Replace all burned out fixture light bulbs (interior and exterior).
- \_\_\_ 8. Replace any discharged smoke detector batteries.
- \_\_\_ 9. Remove all nails, hooks, anchors or other mounting devices from walls and ceiling.
- \_\_\_ 10. No damage to property beyond normal wear and tear.
- \_\_\_ 11. Entire property must be thoroughly cleaned and all trash and personal property removed. Cleaning issues are never considered normal wear and tear. **SEE INSTRUCTIONS FOR PROPER CLEANING ON REVERSE SIDE OF PAGE.**
- \_\_\_ 12. Carpets must be professionally cleaned, and a copy of receipt for service must be provided to TRMC when property is surrendered. Renting a cleaner or using a personal carpet cleaner is not permitted.
- \_\_\_ 13. When pets have been kept at the property (inside or outside), a professional flea and tick treatment will need to be arranged, and a copy of receipt for service must be provided to TRMC at the time the property is surrendered. Note: Treatment should be scheduled after dwelling and carpet have been cleaned. Resident should vacuum all floors again after treatment.
- \_\_\_ 14. When applicable, yard must be mowed, weeded, edged and free of debris; shrubs and small trees properly trimmed; rock/flowerbeds free of weed and debris.
- \_\_\_ 15. Any utility services, which are in Resident's name, should be disconnected on the final day of the lease term, with a final reading arranged. If power must be connected for clean-up/repairs, Resident will be responsible for connection fee and usage. Key-less locks must be disengaged.
- \_\_\_ 16. All keys (entry, deadbolt, mailbox, pool, etc), access devices (garage door remotes, access cards, alarm remotes, gate remotes, etc) must be returned and residence surrendered to the management company no later than midnight of the final day of the lease term. If Resident's vacate day and/or time is not during normal business hours, all keys, access devices and copies of receipts for professional services must be placed in a labeled envelope and left in management company's drop box. Management company will then schedule an independent contractor to perform detailed move-out inspection of the property.

**Upon completion of the above items, Resident will receive a statement showing disposition of the Security Deposit, along with any full, or partial, refund, within thirty (30) days of move-out.**

**Resident will not be charged for damages and/or cleaning issues that were noted as pre-existing on Resident's, timely submitted, Move-in Inventory and Condition Form.**

# INSTRUCTIONS FOR PROPER MOVE-OUT CLEANING

## ✓ Cleaning Checklist:

- Walls should be washed or marks removed
- Holes in walls should be filled with spackle and the wall wiped clean of excess spackle
- If there are any large holes, such as from wall anchors, the holes will need to be properly patched and TRMC may have to paint the entire wall at Resident's expense. Resident is not permitted to paint without written permission from Management Company.
- Remove all cobwebs from walls, corners and ceilings
- Wall and ceiling vents should be vacuumed and/or washed
- Clean switch plates and electrical covers
- Fireplace(s) should be clean of all debris, including ashes
- Blinds should be cleaned
- Clean windows, window sills and tracks. (Most windows lift out of tracks for easy cleaning)
- Thoroughly wipe down baseboards and woodwork
- Clean doors and around door frames
- Light covers should be removed from light fixtures and cleaned
- All personal property must be removed from closets and cabinets and shelves must be cleaned
- All cabinets and drawers wiped down including the cabinet and drawer fronts and shelves.
- Sweep and mop (using appropriate cleaner) linoleum, laminate, hardwood, concrete and/or tile flooring
- Vacuum all carpeting and edges along baseboards
- Oven should be completely cleaned, including broiler pan(s) and storage drawer, if applicable
- Clean stovetop, panel and dials
- Drip pans should be removed and the underneath surface cleaned
- Drip pans must be cleaned. Replace if they do not appear new after cleaning
- Glass top stove tops must be cleaned with appropriate cleaner only!
- Clean under and behind stove and refrigerator
- Wipe down washer and dryer, and clean under and behind appliances. Clean lint tray.
- Exhaust fans and overhead light should be free from grease and dirt, including filter
- Dishwasher should be wiped out (inside and outside), including, and around inside of the door
- Garbage disposal should have ice cubes ran through it
- Clean inside and outside surfaces of microwave, including underside filter
- Defrost freezer, if applicable, and remove any water. DO NOT turn off fridge when vacating.
- Clean inside refrigerator and under crisper drawers
- Clean all countertop surfaces
- Clean sink and faucet fixtures
- Wipe down all pantry shelves
- Tiles should be washed and grout cleaned
- Vanity and medicine cabinet should be cleaned, including shelves and mirrors
- Tub, shower, sink, toilet and fixtures should be thoroughly cleaned and sanitized
- Glass door should be cleaned and all soap scum removed
- Exhaust fan covers should be taken down and cleaned
- Clean soap dishes and wipe down towel bars
- All trash and personal property must be removed from garage
- Sweep garage floor and clean any oil stains from floor using an appropriate cleaner
- Remove all personal property and debris from exterior
- Sweep all balcony, entry and patio areas

**If the property is not satisfactorily cleaned, has trash or abandoned items, appropriate charges will be deducted from Resident's Security Deposit. Please note, if it becomes necessary for TRMC to hire to a professional cleaning service because the property was not properly cleaned, most vendors will charge a substantial minimum rate regardless of how minor the cleaning.**

**To guarantee cleaning charges will not be deducted from Security Deposit, contact management office for a list of TRMC preferred cleaning and carpet cleaning vendors.**