

SECURITY DEPOSIT REFUND REQUIREMENTS

Move out Instructions & Procedures

WE WANT YOU TO RECEIVE YOUR FULL DEPOSIT BACK WHEN YOU MOVE!!!

- ☐ Report all damages to management ATLEAST 1 week before move out day
- ☐ REMOVE ALL FURNITURE, TRASH, CARDBOARD, ETC FROM HOME
- ☐ All floors swept, vacuumed, and washed (do not forget the hallways)
- ☐ All walls/ceilings dusted down and all dirt, smudges and grease washed off
- ☐ Wash down all baseboards, woodwork, and windowsills
- ☐ Clean and wash all light fixtures
- ☐ Thoroughly clean all bathroom fixtures – toilet(s), showers, sinks, inside cabinets
- ☐ Thoroughly clean all kitchen fixtures – removing all dirt and grease (oven hoods & sinks)
- ☐ Clean behind and under stove and refrigerator
- ☐ CLEAN INSIDE OVEN
- ☐ Remove all storage items from attic, crawlspace, basement, yard, shed, garage, etc
- ☐ Lawn trimmed and cut properly, if applicable
- ☐ Do not remove phone jacks, picture hooks, or curtain rods or brackets
- ☐ Replace all burned out lightbulbs
- ☐ Make sure smoke and CO2 detectors are present and working
- ☐ All keys are returned as instructed
- ☐ CALL TRASH COMPANY FOR EXTRA PICK UP OF LARGE ITEMS LEFT BY THE TRASH CANS OR BY CURB (Contact us for the trash company name & phone number, if needed)
- ☐ Take utilities out of your name – schedule transfer for the LAST DAY OF YOUR LEASE
- ☐ Change your address with USPS
- ☐ Make sure that there are not any outstanding payments still due on your rental account

If there are any repainting, repairs, cleaning, trash removal or any other expenses associated with returning the condition of your home to original move-in condition, it may be deducted from your security deposit. Attached is a list of fees and minimum charges for your information, along with any outstanding payments still due. The balance of your deposit will be mailed to you within 14 days of the termination of your lease. *We only expect you to return your home in the same condition as when you moved in, not counting any normal wear. If you have any questions, please call. GOOD LUCK with your move!*

We appreciate you double checking this list!

Living Doors Real Estate

Living Doors Real Estate Rental Damage Charges		
*Minimum charges and not an all-inclusive list		
Complete	Item	Charge
Cleaning		
	Refrigerator	\$75
	Stove/Oven	\$75
	Kitchen Cabinet/Counter	\$20
	Kitchen/Bathroom Floor	\$50
	Bathtub/Shower	\$75
	Toilet	\$35
	Carpet Cleaning/Deodorizing	\$150
	Walls/ceilings	\$75
	Light Fixtures	\$50
	Baseboards/window sills	\$50
	Lawn Maintenance	\$50
	Vacuum entire unit	\$50
	Extensive Cleaning	Pass on cleaner's bill
Damages		
	Remove Marks on Wall	\$25
	Small/Large Nail Hole Repair	\$35
	Replace interior/exterior door	\$250
	Replace faucets	\$100
	Replace bathroom mirror/medicine cabinet	\$100
	Replace Shower heads	\$25
	Replace toilet	\$200
	Replace garbage disposal	\$100
	Replace countertop	\$450
	Replace window pane	\$150
	Replace blinds	\$75
	Repair screens	\$30
	Dents to appliances	\$100
	Replace towel bars	\$30
Missing Items		
	Light Bulbs	\$2
	Light fixture globes	\$15
	Light fixtures	\$50
	Electrical Outlet Switch	\$5
	Electrical Cover Plate	\$5
	Replace Key	\$5



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	Replace Refrigerator Shelves	\$25
	Replace Oven Knobs	\$10
	Replace Window Screens	\$60
	Fan/AC Remotes	\$75
Additional Charges		
	Replace door lock	\$40
	Replace Smoke Detectors	\$40
	Replace CO2 Detectors	\$40
	Replace fire extinguisher	\$75
	Replace Thermostat	\$150
	Remove wall paper/stickers	\$150
	Repaint wall	\$25
	Clear drain stoppage	\$150
	Trash, furniture, cardboard left by trash cans or curb	\$75
	Return Mail of Security Deposit Refund	\$35
	Utilities switched out of your name	Charge of Bill
	Remove furniture, trash, cardboard, etc from inside home	FORFEIT DEPOSIT
	Incomplete Notice Given	FORFEIT DEPOSIT