



## FORWARDING ADDRESS FORM

**This form must be returned in order to receive your security deposit refund.**

Tenant Name: \_\_\_\_\_

Property Unit # / Address with Cash Holdings: \_\_\_\_\_

### **Forwarding Address for Security Deposit Refund:**

The security deposit check is written to the tenant listed on lease and we do not give any information regarding security deposits to anyone other than the tenant listed on the lease.

**The address provided below must be your correct forwarding address to receive mail following your move out from our property. If a replacement check must be written due to an erroneous or incomplete address provided on this form, the stop payment fee with the bank for the original check will be deducted from the replacement check amount.**

Name: \_\_\_\_\_

Street/P.O. Box: \_\_\_\_\_

Apt/Unit Number (if applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

It is our policy to return security deposits via mail and the deposits are mailed to the forwarding address provided to our office. Security deposits cannot be used for a rent payment. Any deductions made for unpaid charges, damages and excessive dirty units will be explained in writing. Security deposits are returned within 30 days of your lease expiration date of July 28th or the date listed on your lease termination (if subleasing). **Any information concerning the status of your security deposit refund cannot be given over the phone, please email the office with any questions.** If you have not received your security deposit within 45 days of your lease end, please send our office an email at [management@cashholdingsllc.com](mailto:management@cashholdingsllc.com).

Thank you for choosing our property management company!



## MOVE OUT INSTRUCTIONS & CLEANING GUIDE

Per your lease, move out is July 28th at 10 AM (unless otherwise specified by our office). Please leave your parking pass, originally issued key and mailbox key in your unit on the kitchen counter. Any keys not left in the unit will result in a \$60 re-keying charge and/or \$35 for mail keys. Keys will not be accepted after move out day and/or through the mail. Please have your mail forwarded to your new address, our office does not forward any mail.

You will be sent a forwarding address form electronically, please check your emails (and spam folder) for the link to complete the form or complete it through your tenant portal. This form is required in order to receive your security deposit in a timely manner. It is our policy to return security deposits via mail and the deposits are mailed to the forwarding address provided to our office. Security deposits cannot be used for a rent payment. Any deductions made for unpaid charges, damages and excessive dirty units will be explained in writing. Security deposits are returned within 30 days of your lease expiration date of July 28th. Any information concerning the status of your security deposit refund cannot be given over the phone, please email the office with any questions. If you have not received your security deposit refund within 45 days of your lease expiration, please send our office an email.

**If you move out of your unit prior to your July 28 move out date, please email our office.**

**Follow these instructions to avoid charges (some items may not be applicable to your unit):**

- ALL furniture and personal items must be removed from the unit. Furniture and other large items must be hauled off the property. These items cannot be left in the dumpster or trash areas as the trash service will not pick up these items. You will be charged for the hauling and disposal of any items left on the property.
- The entire unit (inside, decks and yard) must be clean and all trash removed.
- Clean floors and vacuum carpet (clean stain spots if necessary).
- Clean walls, baseboards, ceilings, light fixtures, and ceiling fan blades. Remove stickers, tape, and nails.
- Fill all nail holes and repair large holes properly.
- Clean showers, toilets and plumbing fixtures. Do not leave dirty tub rings.
- Replace broken toilet seats. Remove shower curtains.
- Clean kitchen cabinet shelves, inside drawers, counter tops, and sink.
- Clean dishwasher – do not leave dishes.
- Clean refrigerator including underneath the drawers and shelves.
- Clean refrigerator drip pan and behind. Slide from the wall carefully- not tearing or scratching flooring.
- Replace stove eye drip pans.
- Clean stove under stove top (it lifts), stove eyes, inside walls, racks, stove drawer and stove hood/fan.
- Clean all windows, window tracks and any door windows. Replace damaged screens.
- Replace light bulbs with the proper bulbs and wattage.
- Clean washing machine outside & inside. Include the inside rim along the top of the basket. Clean out behind.
- Clean dryer outside & inside. Include lint traps. Clean out behind.
- Decks must be cleaned – there will be charges if pressure washing is required.
- Clean out fireplaces and/or fire pits.
- All personal property, including furniture, clothes, food, motor vehicles and all other items must be removed from the unit and surrounding property by 10 am on Move Out day. Anything left behind shall be regarded as abandoned and may be disposed of at your expense.
- Report damages in writing prior to Move Out.
- Plan accordingly to be out by the move out date and time to avoid large penalties.
- Tenants at the Forum (275 E King St) - be sure to leave your mailbox key, mini-split remote(s) and the cable box/remote provided in the unit at move in.

**If you have any questions concerning your move out, please contact us at [management@cashholdingsllc.com](mailto:management@cashholdingsllc.com) and we will be more than happy to help!**

## COSTS AFTER MOVE OUT

Below is the breakdown of the most common charges that could be charged to your account and taken out of your security deposit upon move-out. **\*Prices on this sheet are subject to change without notice due to fluctuations in material and labor costs.\*** Charges will be assessed for items that are damaged, not replaced, and not cleaned in the unit beyond normal wear and tear. According to your lease agreement, we will process your security deposit 30 days after your lease end date. After processing any damages and items not cleaned or not replaced, we will mail you an itemized sheet of any deductions that were taken out of your deposit and your security deposit. (This price sheet does not include every item that can be charged if items are found damaged/missing.)

KITCHEN CLEANING	BATHROOM CLEANING	MISCELLANEOUS CLEANING/REPAIRS
Inside Oven \$45.00	Shower \$55.00	Carpet Not Vacuumed \$50.00 (per room)
Stove and Vent Hood/Microwave \$20.00	Tub \$55.00	Carpet Repairs- per vendor (per room)
Refrigerator/Freezer \$45.00	Sinks/Countertops \$20.00	Vinyl Floors - per vendor
Dishwasher (if applicable) \$20.00	Toilet(s) \$45.00	Dusting Ceiling Fans \$10.00 (per fan)
Cabinets or Countertops \$20.00	Floors \$25.00	<b>KEYS NOT RETURNED</b>
Sink \$15.00	Cabinets \$20.00	Unit keys: \$60.00 each Mailbox key: \$35.00
<b>OTHER CLEANING / HAULING</b>		
Trash Removal - \$25.00 - \$500.00 (depends on amount of trash and landfill costs)	Removal of furniture and/or large items from the unit or surrounding property (including dumpsters) - minimum \$50.00	Deodorizer (Smoke or Pet) - minimum \$250.00, price is dependent on strength of odor and number of treatments required

<b>REPLACEMENT CHARGES FOR UNIT:</b>	
Window Glass: Average is \$200.00 (can be less or more - depending on size and window type)	Window Screens: \$55.00 minimum (based on size and screen type)
Hollow 6 Panel Door: \$300.00 - \$700.00 (depending on if door jam needs replacing also)	Solid Wood Door: \$400.00 - \$850.00 (depending on if the door jam needs replacing also)
Replace Door Trim or Damaged Molding - based on type of molding/trim and amount to be replaced	Light Bulbs: \$5.00 (per bulb)
Smoke Detector: \$35.00 each to rehang or replace the batteries, \$75.00 each to replace	Mirrors: \$75.00
Light Fixtures: \$75.00 minimum	Stove Pans: \$25 (1), \$30 (2), \$35 (3), \$40 (4)
Holes in walls/ceiling - price is dependent on size	Stove Burner/Eye: \$60 minimum
Disposal (if applicable): \$75.00	Carpet - per installer
Blinds: \$55.00 (\$35 per additional set after the first one)	Flooring - per installer and type of flooring
Fire Extinguisher: \$75.00	Countertops/Vanity & Cabinets - per installer

<b>PAINTING CHARGES FOR UNIT:</b>	
Repaint walls or trim if tenant has unauthorizedly painted it a different color or have severely damaged paint: \$75.00 - \$500.00 (depends on size of area and if multiple coats are needed)	Light strip/tape removal: \$75.00 Repair paint chips from light strips/LED light tape \$55.00 minimum