

SECURITY DEPOSIT REFUND GUIDELINES

TENANT: _____

ADDRESS: _____

SECURITY: \$ _____

Return of your security deposit is subject to the following conditions:

1. The full term of the lease has expired and all provisions contained in this notice have been complied with.
2. Entire apartment including range, oven, refrigerator, bathroom, closets, cabinets, windows, carpets, balcony, etc, have been cleaned.
3. No damage to apartment beyond normal wear and tear.
4. No unpaid late charges or past due rent.
5. Forwarding address is left with the landlord or agent.
6. No indentations or scratches in wood or other flooring caused by furniture or other means. Floor must be restored to its original condition.
7. No wall coverings, stickers, scratches, or holes in the walls.
8. All keys including those from mailboxes must be returned.
9. All debris, rubbish, and garbage must be placed in proper trash containers in designated area.
10. All building-owned carpet must be professionally cleaned.
11. The tenant can't apply the security deposit to the rent without prior written approval of landlord.
12. The following will be deducted from the security deposit if necessary: (a) cost of labor and materials for cleaning, repairs, removals and replacements incurred by the landlord. (b) rent loss due to necessary cleaning and repair time. (c) charges based on actual damages done to the property. (d) any unpaid rent and late charges still outstanding by the tenant.
13. Other: _____