

SECURITY DEPOSIT AGREEMENT

(This is not a rent receipt.)

Date: ___/___/___

Received from: _____

We(I) agree(s) that we may not apply this deposit as rent at any time:

Amount: _____ **Dollars (\$ _____)**

___ Check ___ Money Order ___ Cash ___ Other

Address: _____ **(Property to be leased)**

Landlord agrees that, subject to the conditions listed below, this security deposit will be returned in full.

Release of the security deposit is subject, but not limited to the following provisions:

1. Full term of lease has expired.
2. A WRITTEN notice of intent to vacate at the end of the lease term must be given a full thirty (30) days prior to said vacating.
3. No damage to property beyond ordinary wear and tear.
4. Entire apartment has been professionally cleaned! **(see attached CLEANING / MOVE-OUT CHECKLIST)**
5. No unpaid late charges, maintenance charges, delinquent rents or other out-standing charges are due.
6. All keys returned.
7. All debris, rubbish, garbage, discards, junk, etc., is placed in the proper containers and in the proper location for pick-up and removal. Placement on the curb should be as neat as possible.
8. Empty apartment with utilities on will be inspected during normal business hours, Monday through Friday. After-hours and weekends will be done at Landlord's convenience.

*****The security deposit will be returned to _____, (a person named on the lease and designated by the other tenants) who will be responsible for receiving and distributing the returned security deposit to the remaining tenants. The deposit will be returned in the form of one check and mailed to the forwarding address given to the Landlord.

CLEANING / MOVE-OUT CHECKLIST

- If unit has carpet in any room, you must employ a **professional** carpet cleaner (not a do-it-yourself rental) to clean all carpeted areas and provide Landlord with a copy of the paid receipt at the walk-through inspection. (**Note: If stains do not come out, you may be charged for the carpet).
- Wash all windows in side and all reachable areas of outside windows.
- Wash window sills, curtain rods, and clean all blinds.
- Wash inside and out of front and back doors.
- Clean inside and out of toilets, tubs / showers and surround (remove any mold, mildew, and soap scum, including that on caulk, grout, and shower doors)
- Clean sinks, countertops, and vanity; clean out under sinks and vanity drawers and cabinets.
- Clean mirrors / medicine cabinet interiors.
- Sweep and mop ALL floors (wood, tile and vinyl / linoleum).
- Dust all ceiling fans, blinds, windowsills, baseboards, mantles, etc.
- Clean any dirt, smudges, food, drinks, and soap scum from wall of unit.
- Kitchen:
 - Remove all shelves, drawers, and bins from refrigerator, thoroughly clean all surfaces, re-install above items.
 - Freezer must be defrosted and cleaned; turn off icemaker.
 - Take racks out of oven, clean interior of oven and racks, remove any traces of food debris, re-install racks.
 - Stove-top burners should have drip pans removed and cleaned or replaced (hardware store) if needed. Entire stovetop will lift up for cleaning of drip areas under drip pans and burners. This area should be scrubbed to remove any traces of food debris.
 - Remove lower drawer and clean under stove.
 - Clean exterior of stove.
 - Cabinets and drawers should be cleaned & wiped down inside and out, remove shelf paper.
 - Clean inside and out of dishwasher and range hood.
 - Scrub floor, including under refrigerator and stove.
 - Clean sink and counter tops.
- Clean air filter grate and install new air filter.
- All porches must be cleaned, including trash & cigarette butts around porch.