

FORM 7-11 Guidelines for Return of Security Deposit

[company logo, name, and address]

Property	Manager		
Resident	Lease End Date	Move-Out Date	Apt. No.

Security deposit(s) will be refunded provided the resident has complied with all provisions of the lease, including length of lease or proper notice to vacate (_____ days); rent and other monies due paid through date of move out; keys returned; and charges paid for any damage (other than normal wear) to the apartment or property.

The following guidelines will be used to determine the return of the security deposit:

<p>CARPETS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vacuumed <input type="checkbox"/> Stains and odors removed <input type="checkbox"/> Rips and holes repaired <p>WALLS AND CEILINGS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Holes repaired <input type="checkbox"/> Torn surfaces repaired <input type="checkbox"/> Stains removed <input type="checkbox"/> Original color restored (unless change authorized) 	<p>KITCHEN</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refrigerator defrosted and cleaned <input type="checkbox"/> Dishwater cleaned <input type="checkbox"/> Oven cleaned <input type="checkbox"/> Cabinets cleaned <input type="checkbox"/> Sink scoured <input type="checkbox"/> All foodstuffs and paper removed <input type="checkbox"/> Countertops cleaned <input type="checkbox"/> Floor swept and mopped <p>BATHROOM(S)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sink cleaned <input type="checkbox"/> Shower and tub cleaned <input type="checkbox"/> Toilet cleaned <input type="checkbox"/> Medicine cabinet cleaned <input type="checkbox"/> Mirror cleaned <input type="checkbox"/> Floor swept and mopped <input type="checkbox"/> Trash and personal effects removed 	<p>WINDOWS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Panes and sashes cleaned <input type="checkbox"/> Sills and framework cleaned <input type="checkbox"/> Ledges cleaned <p>ACCESSORIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ice trays present <input type="checkbox"/> Traverse rods present <input type="checkbox"/> Window screens present <input type="checkbox"/> Light fixtures cleaned <p>OTHER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Closets cleaned <input type="checkbox"/> All trash removed <input type="checkbox"/> Keys returned
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