

# Complete Property Services LLC

## CHECK-OUT REQUIREMENTS

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Getting your full security deposit back requires that you leave the home with no damage other than “normal wear and tear.” After you move, we will have the property checked by our make ready contractor, and its condition fully documented with pictures and a detailed make ready proposal. Any line items found to be other than normal wear and tear given your time in the home will be noted and deducted from your security deposit. If the damages exceed your deposit amount, the security deposit disposition letter that is required to be provided you within 30 days of move out will serve as an invoice to be reimbursed to the home owner. If the amount is not paid, the balance due the owner will be placed for collection, and will likely impact your ability to qualify for other homes for seven years that it reflects on your credit history. If you do not agree with the deductions, you can work with the property manager to come to some agreement, and if you are not satisfied you have the right to challenge the deductions in JP court. To help assure return of your full deposit:

**Please:**

1. Remove all possessions from the yard, garage, attic and home.
2. Leave the home clean. Please do not attempt touch up painting. It is often poorly done and the cost of redoing it properly would be charged against your deposit.
3. Replace missing or damaged window blinds.
4. If the carpet is severely dirty or stained, have it professionally cleaned.
5. Clean appliances thoroughly — refrigerator, range, oven, microwave, dishwasher.
6. Wash walls, doors and trim if dirty.
7. Replace all missing and burned out light bulbs.
8. Clean the bathroom(s) thoroughly.
9. Mow, trim, edge, and water the yard prior to checkout.
10. Repair or have repaired any damage you or your pets have caused.
11. If the house has fleas from pets, have the home treated.
12. Leave the keys and garage remotes in the kitchen. Leave one key hidden outside where we can find it. **WHEN VACATING, PLEASE DO NOT LOCK THE KEYLESS DEADBOLT AT THE FRONT DOOR.**
13. Furnish our office with a forwarding address.

THANK YOU FOR YOUR COOPERATION!

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Complete Property Services LLC As Agent for Landlord	For		
	Date	Tenant	Date
		Tenant	Date