

DEPOSIT REFUND CHECK LIST

***YOUR SECURITY DEPOSIT IS SUBJECT TO CLEANING AND/OR REPAIRS NEEDED**

***THE LANDLORD'S DEFINITION OF CLEAN IS FINAL**

***TO ENSURE THAT YOU RECEIVE AS MUCH OF YOUR DEPOSIT BACK AS POSSIBLE, PLEASE BE SURE TO READ CAREFULLY ALL OF THE FOLLOWING**

Please be aware of the following:

- 1. You are responsible for notifying the gas, water/sewer, electric, and telephone companies to discontinue service effective your move out date.*
- 2. All keys & garage door openers must be turned in at the office at time of vacating. If keys and/or remotes are not returned, you will be charged market rate to replace them.*
- 3. You will be charged for any damaged property, lost property, or unauthorized alterations.*
- 4. On the backside of this paper is a list of items that will be checked for cleanliness. Please read it carefully to ensure you receive as much of your deposit back as possible.*
- 5. Please note DO NOT use a steam cleaner or hire your own professional carpet cleaning company to shampoo the carpets, this MUST be scheduled by Ned Baker Real Estate. Should you take it upon yourself to have the carpets cleaned professionally please note you will still be held financially responsible for the cleaning scheduled by Ned Baker Real Estate.*
- 6. As per our policy, we will arrange for professional house cleaning upon your move out. However, the cleaner you leave the property the more you can receive from your deposit.*
- 7. Please note Ned Baker Real Estate does not make any money off the items charged to you. The amounts charged will be direct bills from the independent Vendors scheduled. Along with your Move out Accounting summary you will receive copies of all bills charged to your account.*

AN ACCOUNTING OF YOUR SECURITY DEPOSIT AND ANY REFUND DUE CAN BE EXPECTED WITHIN 31 DAYS OF RETURNING YOUR KEYS.

Please provide forwarding address and a phone number at the time you turn in keys if you have not provided this at time of notice. If you have any questions or comments regarding these requirements, please call us at 503-364-6797.

EACH ROOM:

- a. Windows, windowsills, and window tracks must be cleaned.
- b. Woodwork and walls must be cleaned; food spills, crayon marks, etc., must be removed.
- c. Baseboards must be cleaned.
- d. Heaters must be cleaned (Baseboards and forced air vents).
- e. Carpets vacuumed
- f. Light fixture covers must be cleaned inside and out.
- g. Floors must be mopped/vacuumed.
- h. Outlet and switch plate covers must be cleaned.
- i. Cobwebs must be removed.
- j. Non-working light bulbs replaced.

KITCHEN: Same as “each room”, plus the following:

- a. Cupboards must be cleaned inside and out, Counter tops cleaned and woodwork cleaned or dusted as needed.
- b. Range and oven, burners, drawers, etc. must all be cleaned. Drip pans MUST be replaced.
- c. Refrigerator must be cleaned completely inside and out.
- d. Stove and refrigerator must be pulled away from the wall and that area of the wall and floor must be cleaned.
- e. Dishwasher must be cleaned inside and out. Make sure to clean around seals.
- f. Exhaust fan and fan cover over Range must be cleaned.

BATHROOM: Same as “each room”, plus the following:

- a. Tub and shower and surrounding area must be cleaned.
- b. Shower doors and tracks must be cleaned.
- c. Toilet, sink, cabinets, etc., must be cleaned.
- d. Vanity bulbs replaced as needed with correct bulbs

ENTRANCES AND EXTERIOR:

- a. Porches, decks, sidewalks and stairways must be swept clean.
- b. Doors wash as needed, inside and out.
- c. Garbage area swept and cleaned; all trash hauled away.
- d. Grass must be mowed and flower beds weeded.

MISCELLANEOUS:

- a. Garage, carport, and basement areas must be cleaned and swept.
- b. Areas around furnace and hot water heater must be dusted or cleaned as needed.
- c. Smoke detectors must be tested and batteries replaced if needed.
- d. Clean out fireplace where present.
- e. Where applicable, heating unit vacuumed and dust cleaned away.
- f. Replace furnace filters as needed

ADDITIONAL ITEMS

- a. Return keys & garage door remotes to our office on your scheduled move out date. **If you need an extension please notify us as soon as possible!!!!**
- b. Remember to pay all outstanding utility bills and take service out of your name.
- c. Provide your forwarding address to us for a final accounting of your security deposit, which will be forwarded to you within 31 days of the time we receive keys.