



## SECURITY DEPOSIT REFUND POLICY

1. **Applicant's Failure To Comply And Forfeiture Of Deposit:** Landlord will retain the Deposit as damages for removing the Property from the market and for Landlord's forbearance in leasing the Property to others.
2. If you plan to move, a 30-day written notice is required to be considered for a refund of your security deposit. If your lease term has expired, a 30-day notice is still required.
3. Written notice must be given at the first of the month, no later than the 5th.
4. Rent will be charged on a per day basis for any extension beyond the 1<sup>st</sup> day of the month following the 30-day notice. The daily rate will be the amount of monthly rent divided by 30. A minimum charge of \$15 for an apartment, or \$20 for a house is deducted for any extension.
5. To be eligible for a refund, your account must be up to date, and you must leave the premises in good condition.
6. Please provide a forwarding address. Refunds will be mailed.
7. An inspection will be made of the premises before sending a refund. Do not leave trash or discarded belongings behind.
8. Depending on the condition of the unit, some deductions may be taken from the refund for expenses such as cleaning or repairs.
9. Any unpaid charges such as insufficient check fees, late fees, etc. will be deducted from the deposit.
10. A standard carpet shampoo fee will be automatically deducted from the deposit. For a one-bedroom unit, the fee will be \$75, and for a two or three bedroom, the fee will be \$125, and larger units, the fee will be \$150.
11. Any violation of the lease agreement will be grounds for refusal of a refund.
12. Please return all keys to the premises.

I have read and understand the policy for receiving a deposit refund.

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Tenant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant signature

\_\_\_\_\_  
Date