

# Security Deposit Charges

## Cheat Sheet - For Chambers Theory Tenants upon move out

### 1. Professional Cleanings:

- Tenant must provide proof of paid **receipt[s]** no later than last day of lease or a professional cleaning will be scheduled for the next business day and charged against tenants deposit:
  - House Cleaning
  - Carpet Cleaning
    - To include De-flea/De-tick treatment if pets on lease
  - Fireplace Cleaning [even if unused during tenancy]
  - **\$TBD: Any missing receipts not provided, cleaning[s] will be scheduled and charged back to tenants**

### 2. Keys/FOBS/Remotes:

- Return all Keys, mailbox key[s], FOB[s], Garage/Gate Remotes, parking passes, pool passes
  - **\$350.00: If any one of these are NOT returned**

### 3. Utilities:

- If utilities are prematurely shut-off prior to last day of the lease tenant charges are:
  - **\$100.00: coordination fee**
  - **\$TBD: Any connection/initiation/service fee charged by utility company**
  - Oil or propane tank filled and measured if required by lease, copy of measurement and paid invoice.
- Proof of final water bill
  - **\$200.00: withheld to cover any outstanding utility bill** *The sooner we receive proof of payment, the sooner we can disburse your security deposit.*

### 4. Evidence of Smoking:

- All leases are non-smoking, per lease, p.13:
  - **\$1000: fine**
  - **\$TBD: Any additional repairs needed to remove odor, stains, burns**

### 5. Light Bulbs:

- All light bulbs should be operational per lease.
  - Any missing, burnt out or colored bulbs will be replaced and charged as a security deposit item.
  - **\$TBD: Any missing or colored bulbs will be replaced and charged back to tenants**

### 6. Repairs

- If Tenant wishes to perform repairs, the repairs must be completed in advance of the move out inspection.
- Tenants are not permitted back on or in the property after vacating.

### 7. Repairs coordinated by Chambers Theory:

- **\$20%: charge to all repairs related to security deposit items we coordinate**

### 8. Painting:

- Absent of landlord approval, the following could be security deposit items:
  - Painting and/or touch-up painting
  - Excessive nail holes or large holes
  - Hanging devices onto walls, attaching fixtures to ceilings or woodwork, wall hung TV mounts
  - Attaching any adhesive backing to any surface
  - Drill holes for cables/telephone wires

### 9. Lawn:

- Unless lawncare is provided in lease, cutting & maintaining of lawn, clearing of drains from debris, lawns and grounds free of leaves and other debris is a tenant responsibility.
- Evidence of Pet feces would be a security deposit charge to remove..

### 10. Destroy/Deface/Impair or Remove any part of the premises:

- Coloring on brick wall for example, or deck would be negligence.
- Installing Satellite dish on roof, attaching plant hooks to ceiling would fall under this category.

### 11. Helpful Reminders:

- **Please provide us your forwarding address, once available**
- Please also notify your change of address to:
  - Insurance, DMV, Post Office ([www.usps.com](http://www.usps.com)) *The post office sometimes needs several weeks advance notice!*

### 12. Scheduling Your Move out:

Move-Out inspections will be coordinated through and performed by an authorized Chambers Theory representative. Inspection Hours are between 10am and 4pm Monday through Friday. For appointments outside of normal Inspection Hours, a one-hundred dollar [\$100.00] inspection fee will be charged, payable to Chambers Theory.

## Tenant Exit Checklist

### Interior:

1. Remove trash, rubbish, and ALL of your personal property from interior and exterior of premises. If tenant has trash that exceeds normal pick-up, tenant is to arrange to have it hauled away.
2. PROFESSIONAL **MOVE OUT** CLEANINGS: Have fireplace, home and carpets professionally cleaned and provide a copy of receipt[s] prior to check-out.
3. ADDITIONAL CLEANING WITH PETS: If pets lived on the premises you will have to de-flea and de-tick the carpets and provide a copy of that receipt as well. **PLEASE NOTE: IF any odors or pet odors re-surfaces after Tenant has vacated the property, Tenant will be responsible for charges incurred to remove odor.**
4. PAINTING: Do not patch, spackle or spot paint nail holes or touch up paint without approval. If you do paint the property without approval and paint is in poor condition, you will be charged for necessary painting to match existing color.
5. KITCHEN: Clean ALL appliances inside and outside as well as area beneath and replace burnt out lightbulbs.
  - Have range, oven and exhaust fan filter free of grease and dirt, including area around and beneath.
  - Have refrigerator empty and wash out compartments including freezer and wipe down doors.
  - Have dishwasher clean, run one last cycle with detergent, empty and wipe down door.
  - Be sure garbage disposal is clean and free of debris and sinks and faucets wiped down.
  - Clean ALL countertops and wipe out any cabinets and drawers.
6. BATHROOMS: Clean bathroom including counters, tubs, toilets, floors.
  - Clean ALL basins, tubs and/or shower stalls, countertops, sink[s], faucet[s], soap dishes, tiles, be sure they are free of mold/mildew, soap scum, scale and rust.
  - Clean ALL mirror[s], medicine cabinet[s] and fixture[s].
  - Clean commodes inside and out and remove all lime deposits. Clean seat surfaces top and bottom.
7. Clean ALL floors including vinyl, wood and/or tile flooring. Clean and dust all baseboards.
8. Clean ALL windows washed inside and out, clean windowsills, mini-blinds and vertical blinds.
9. Clean ALL walls and closets free from any washable marks and all ceilings free of cobwebs and lint.
10. Clean ALL woodwork, trim, doors, ceilings and baseboards free of cobwebs and lint.
11. Clean mirrors, windows and sliding glass doors with glass cleaner.
12. Clean light fixtures and ceiling fans and replace all burned out or missing bulbs and make sure to use the correct wattage and type. Make sure ceiling fan blades including top, bottom and light kits clean.
13. Clean ALL shelves, drawers, closets and storage spaces inside and out free of cobwebs and debris.
14. Have exhaust fan and cold-air-return ducts free of dust and dirt.
15. Clean laundry tubs and washing appliances.
16. Replace furnace filters as were provided at beginning of lease term, making sure clean one intact.

### Exterior:

17. Lawns must be mowed and edged. Leaves must be raked and bagged.
18. Any animal feces are to be picked up and disposed of.
19. Replace screens and windows damaged by Tenant.
20. Walkways, patios, driveways and garage floors must be cleaned and free of grease or any other debris.
21. Clean exterior light fixtures and replace missing or burnt-out light bulbs.
22. Exterminate premises to remove any household pests if applicable.
23. Repair any damages to premises, which were not noted on check-in inspection. This must be done by a professional contractor.
24. **ALL** keys, fobs, parking passes, pool passes, garage remotes, etc. must be returned to the inspector when you meet them to do the move-out inspection.

**If you would like a professional cleaning and/or carpet cleaner referral just let us know!**

**\*\*PLEASE NOTE: Be advised that in any case where Chambers Theory must coordinate to have any of the above items completed at your move out, a 20% service charge will be added to the cost of each repair.\*\***