

DEPOSIT REFUND

NAME(S): _____ DATE ____ / ____ / ____

ADDRESS: _____ UNIT _____

CITY: _____ STATE: _____ ZIP: _____

The refund of your deposit will be based, in part, on cleaning the following items after moving out. To include other requirements throughout your move in paperwork and addendum package as well as below.

* Security deposit refund check will be made out jointly in all named parties within this rental agreement remaining at time of move out. Any situations where one or more parties are vacating but leaving behind one or more parties will be considered a "Roommate Vacancy". As outlined within the rules of the rental agreement, security deposits shall only be used and issued for refund in the event ALL parties of a rental agreement are vacating the unit. At which time, the last date of return of possession (keys are delivered to Encore Property Management) shall be used to deem timeframe of security deposit accounting. Any person signing a 30 day notice in which ALL parties of the rental agreement ARE NOT vacating shall relinquish any/all rights to the held security deposit and agree it will remain with the unit.

1. All appliances inside, outside, top and underneath. New burner pans installed. Self cleaning ovens must be complete and wiped out including racks.
2. Cabinet and drawers inside and out; including front. Complete, no crumbs, hair or dribbles.
3. Light fixtures cleaned thoroughly. Make certain all bulbs are present and working.
4. All floors. Wax as necessary. Baseboards and door casings. Carpets Shampooed professionally; receipt to be provided to rental agent/owner upon move out. If a receipt is not present when you turn in keys, we will proceed with having them re-cleaned. Encore reserves right of approval and acceptance of all cleaning as outlined in addendums.
5. Window covering cleaned, including blinds, curtains, etc. Also tracks and sills.
6. Ceilings & walls cleaned, include baseboards, faceplates, plug plates and light fixtures
7. No patching/painting. This may require professional correction upon Encore/Owner discretion.
8. Heating units, vacuumed, filters changed and cadet heater covers cleaned as well.
9. Fireplace & hearth cleaned out completely. Oil or propane must be filled within 3 days of vacate.
10. All plumbing fixtures. Clean and scrub around fixtures to remove buildup. Remove water spots.
11. Shower tile/enclosure including tracks and/or doors. No soap scum or water spots.
12. All windows, windowsills and tracks. Windows cleaned inside and out. All doors inside and out including tracks and handles.
13. Porch, deck, patio, walkway and garage to be swept out and/or hosed off if possible. All spider webs and such cleaned from around windows and doors. All cigarette butts picked up! Any and all pet waste, debris and holes filled.

In addition, the following need to be completed:

1. Lease buyout fees, all noncompliance fees paid in full. City of Redmond bills current and coming due paid on time.
2. All garbage/trash/debris removed to appropriate receptacle and hauled offsite. Incl. lawn debris.
3. Lawns and grounds trimmed and mowed, flower beds cleaned out, weeds pulled. Lawns edged. Grass green. Regardless of the time of year you vacate! This must be done! No composting! We will charge to correct.
4. Final Utility bills paid. ***Make sure all utility companies have forwarding address info. ** If final accounting from City of Redmond bill is not paid, Encore reserves rights to take final utility bill out of any remaining proceeds of deposit prior to issuing tenant refund to include late fees. Late fees will be assessed on bills due after move out left unpaid at time of acctg.***
5. All keys and garage door openers must be returned to our office at 730 SW 11th Street.
6. Forwarding address provided to owner/agent.
7. Any and all signs of pet waste properly picked up and removed from premises. Holes filled, grass in good condition.
8. Any modifications completed to home such as plumbing, electrical, damages, odors either smoking or not may be corrected properly by professionals in respective field and charged to your deposit.
9. 30 day notice **must include 4 additional days for mailing** as required within your rental package. Date your move out to include 4 days if you mail it or we will adjust for you. As well, notices delivered and received after hours, in drop box, faxed or e-mailed, etc will not be considered timely until received by a representative during business hours. Adjust dates accordingly.

Owner/agent

Resident