

WALLACE H CAMPBELL & CO., INC.

SECURITY DEPOSIT POLICY

We have found that more misunderstandings arise concerning security deposits than any other factor in the tenant-management relations. In order for you to receive your security deposit refund, the apartment must be left in the same condition as when leased.

Kitchen:

Defrost and clean refrigerator
Clean stove inside and out completely
Clean and wax floor
Scour sink and fixtures
Clean cabinets, cabinet doors and trim inside and out
Remove all grease & dirt from tops and bottoms of cabinets
Clean window inside (if applicable)
Clean venetian blinds (if any)

Living Room:

Clean closet shelving and floor
Clean sliding glass door inside and outside (if applicable)
Clean windows inside
Clean and shampoo carpet (if applicable)
Clean wood floors (if applicable)
Clean venetian blinds (if any)

Bedroom(s):

Clean closet shelving and floor
Clean windows inside
Clean and shampoo carpet (if applicable)
Clean wood floors (if applicable)
Clean venetian blinds (if any)

Bathroom:

Scour bathtub, basin and fixtures
Completely wash tile walls
Clean medicine cabinet inside and out
Clean soap trays
Clean toilet bowl inside and out, and tank
Wash floors/walls

Balcony (if applicable):

Sweep/ vacuum

General:

All trash must be removed from apartment
All vehicles must be removed from property once keys are turned in
Proper notice given to office
All keys turned in and apartment secured (windows and doors locked)
Have no pets without deposit
Forwarding address left with office
All rent, parking or additional charges paid in full
Storage rooms must be cleaned and void of all personal effects

CHARGES MADE AGAINST SECURITY DEPOSIT

Clean refrigerator	\$30.00
Clean stove	\$40.00
Damaged countertop	\$20.00 linear ft.
Replacement of kitchen light fixture	\$65.00
Repair/Remove walls of contact paper, mirror tiles, or wallpaper	\$50.00 per wall (minimum)
Replacement of bathroom light fixture	\$45.00
Remove/Repair self-adhering hooks, Deodorizers, cup holders, etc.	\$5.00 each
Replacement of toilet	\$110.00
Replacement of toilet tank cover (only)	\$45.00
Replacement of bathroom sink	\$95.00
Replacement of medicine cabinet doors	\$35.00 (each)
Replacement of vanity	\$150.00
Replacement of locks (unreturned keys)	
Deadbolt	\$30.00
Mailbox	\$15.00
Handle lock	\$30.00
Additional locks placed on entrance doors	\$100.00
Pool passes not returned	\$25.00
Replacement of hall light fixture	\$45.00
Replacement of dining room chandelier	\$70.00
Replacement of light covers/globes	\$20.00
Replacement of light bulbs	\$1.00 (each)
Replacement of fluorescent bulbs	\$5.50 (each)
Replacement of screen-balcony	\$75.00
Replacement of screen-window	\$35.00
Missing/damaged blinds	\$45.00 (each)
Repairing holes in walls	\$20.00 sq. ft (minimum)
Repainting over crayon on walls	\$45.00 per wall
Repainting of walls over colors	\$75.00 per coat/ per room.
Repair/replacement of wooden door frames	\$90.00 (each)
Repair/replacement of doors	\$100.00 (each)
Clean carpet	\$100.00 (minimum)
Remove carpet strips	\$50.00
Carpet stains/burns	\$35.00(minimum)
Replace parquet flooring	\$12.00 per sq. ft.
Sand and refinish floor	\$3.50 per sq. ft.
Removal of trash	\$50.00 (minimum)
Removal of large items (couches etc.)	\$75.00 (minimum)
Excessive cleaning required	\$30.00 per room
Fumigation/extermination	\$100.00

ACCEPTED BY: _____

DATE: _____

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DATE: _____