**Security Deposit Guidelines**

The reimbursement of the deposit is based on the condition of the property after the Resident has moved out verses the condition of the unit prior to the resident moving in. Upon move out the condition of the unit must be in the same or better condition as when the Resident moved in to receive a full deposit refund. The security deposit is used for purposes of securing performance of the rental agreement and to compensate The Landlord for costs incurred in repairing and cleaning the unit as set forth below.

* Any and all damages deemed to be above and beyond normal wear and tear by The Landlord will be charged to The Resident.
* The Resident can request a joint walk-through move-out inspection for some time within the last two weeks of your tenancy.
* Please provide your new mailing address where you would like your security deposit reimbursement check and paperwork sent before final move out date.
* If we do not receive your new mailing address, security deposit checks & paperwork will be sent to your last known address.
* Security deposits are reimbursed within 21 days after the last day of your tenancy.
* All deductions will be itemized with the reimbursement of your security deposit.
* Below is a list of guidelines which will help you increase the chance that you will receive full reimbursement of your security deposit.

**Return of the Security Deposit**

Return of the security deposit will occur 21 days after keys are turned in and you have vacated the property. The resident will be provided with an itemized list of incomplete cleaning or damages to the premises and the costs for each. In order for this to occur, the resident must provide the landlord with a forwarding address, and return all keys. The following checklist will be used to make sure the home is clean and in the proper condition so we can quickly conduct an inspection and authorize the release of your security deposit. Your Property Manager will conduct an inspection using the original Move-In Inspection Form that was provided when you moved in. We expect the premises to be in the identical condition. The Property Manager will have the final responsibility for determining “normal wear and tear” and what is the result of damage, abuse or neglect. All repairs or cleaning that are necessary to return the premises to identical condition as in the pre-occupancy Move in Inspection Form are the responsibility of the Resident. The cost of these repairs and cleaning will be deducted from the Security Deposit or charged to you afterwards. We will seek collection for any remaining balance.

Please make sure the following are resolved and completed to avoid charges: In order to avoid any monies being deducted from the Residents security deposit we have provided a list of items to be completed before vacating.

These items include:

* Your security deposit may NOT be used as the last month’s rent.
* All rent and other account fees MUST be paid in full. Unpaid balances are deducted from the security deposit first.
* The unit should be thoroughly cleaned, including the inside of all cabinets and inside of the appliances. Refrigerator, stove, oven and microwave MUST be clean, defrosted and plugged in, running at normal settings. (a) All carpeting must be vacuumed, any spots or excessively dirty carpets must be professionally shampooed with a receipt of completed job, and otherwise you will be charged for carpet cleaning. Pet owners the carpets MUST be professionally shampooed. (Receipt is required).
* Carpet shall be charged based on a five (5) year life span. Deductions will be made if the resident resides in the unit within the five years after initial installation of carpet.
* The entire property must be cleaned and all trash removed. Make your final trash pick-up arrangements. YOU WILL BE CHARGED FOR THE COST FOR THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE OUT DATE.
* Paint and nail hole repair is always difficult for both the owner and Resident. We will only charge the Resident for excessive repairs. For example, if there are more than 4 nail holes per room or other larger holes in the walls, we must have them repaired. If you plan on doing this yourself you must have them repaired properly in a professional manner. They must be painted over with exact matching paint, if you are not capable of completing any portion of this in a professional manner, Do Not Attempt or you will be charged to fix it at a professional level.

If a full paint of the unit is deemed necessary due to excessive damage it will be based on two (2) year life and length of Resident stay.

See list below:

**Length of stay**

 Less than 6 months

 6 months to 1 year

 1 year to 2 years

 2 or more years

**Deduction**

 Full cost

 Two-thirds of cost

 One-third of cost

 No deduction

* ALL keys MUST BE returned to your manager on the last day of your residency. You will be charged a per day rental amount until the keys are returned to the office.
* Do not turn off any utilities without first notifying the management. You are responsible for the utilities until the end of your lease, even if you vacate before the last day.
* Please contact your property manager or The Beach Front Corporate Office before your final move out if you may have any questions or concerns.