

**ADDENDUM A**  
**MOVE-OUT PROCEDURES FOR OBTAINING SECURITY DEPOSIT REFUND**

Tenant responsibilities regarding the condition of the unit upon move-out:

1. The entire unit must be clean and all personal belongings must be removed from the unit. Any personal item not removed will result in a minimum trash-out fee of \$50.00.
2. No damage to the property beyond normal wear and tear and condition of the unit as noted on the move-in inspection report.
3. Range and hood should be clean and free of grease, grime and stains. The top of the stove, rings, drip pans and under the burners must be cleaned. The oven and broiler must be cleaned.
4. The refrigerator must be defrosted, all food must be removed, and the inside and outside must be wiped clean. To avoid damages to the refrigerator, leave refrigerator plugged in and on lowest setting.
5. Kitchen cabinets and counters must be free of debris and clean. Cabinets must be emptied. Sinks must be scoured.
6. Bathroom cabinets and closets must be emptied and cleaned. Tile, bathtub/shower stall must be cleaned and free of any hair, soap scum and mildew. Toilet must be cleaned inside and out. Sink must be scoured. Walls, floors and baseboards must be free of dirt, hair and stains.
7. No marks, holes or scratches on walls, other than those made by approved picture hangers. All nails must be removed. Nail holes do not have to spackled.
8. Ceiling fans, light fixtures and globes must be cleaned. Burned out light bulbs must be replaced.
9. All personal items must be removed from the unit. Discarded items that the sanitation company will not pick up, such as mattresses and furniture, must be taken off the premises. We recommend donating these items to a local charity.
10. At the termination of the lease a fee shall be charged for carpet cleaning. The fee shall be a minimum of \$50.00 plus \$15.00 per bedroom and \$15.00 per set of stairs. Additional carpet fees may be charged for stains, damage beyond normal wear and tear, and/or pet odor. The amount of which shall be determined at the time of the move-out inspection. This fee will be taken out of tenant's security deposit.
11. Vinyl, tile or wood floors must be swept and mopped. Other floors must be free of debris and stains.
12. Balcony/Patio must be free of all debris and swept.
13. All windows and doors must be closed and locked. Screens must be in place. Blinds must be cleaned and in working order.
14. All keys must be returned to the Landlord. Do not leave keys in the unit. If all keys to Premises and Property are not returned when Tenant vacates Premises, Landlord may charge a re-key charge.
15. All utilities should be left on through the time of the move-out inspection, then taken out of your name as of your move out date.
16. No unpaid rent, late fees, returned check fees, maintenance invoices or other charges that occurred during the lease term.
17. Forwarding address left with the Landlord and Post Office.
18. Air filters should be clean at move out. Tenant is responsible for installing clean air filters prior to move out.

**If any or all of the above listed conditions are not met, a portion or all of the security deposit may be forfeited. Security deposits will be returned in accordance with item 19 of the Lease Agreement. The security deposit may not be applied to the last month's rent. If you would like to be present for the move-out inspection, you must make an appointment in advance with Agent.**

Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____
Tenant Signature: _____	Date: _____