

PROPERTY SERVICES OF GRAND JUNCTION, INC.
SECURITY DEPOSITS – REFUND INSTRUCTIONS

There is often misunderstanding surrounding security deposits. A security deposit is a sum of money placed with the property owner to illustrate the Residents' intention to live in the property within compliance of the terms outlined in the rental agreement. It is not the owner's intent to be unfair or unjust as relates to the return of your security deposit.

In order to have the maximum amount of your deposit refunded, please comply with the following:

1. Reside in the property for the full term of your lease and provide written notice of your intent to vacate at least thirty (30) days prior to vacating.
2. Remove **ALL** personal property from the premises prior to vacating.
3. Be sure to clean the property in its entirety (see cleaning checklist on the reverse side). If you would like the opportunity to be called back to do any additional cleaning, please make this request when you turn in your keys. All additional cleaning must be done within 48 hours. **IF YOU MAKE NO ATTEMPT TO CLEAN THE PROPERTY, YOU WILL NOT BE CALLED BACK FOR CLEANING.**
4. **The carpet needs to be professionally cleaned by a truck mounted unit. Recommended companies are: Trinity Carpet Care 858-2029, Rapid Response 248-9805, and Diamond Carpet Care 234-3673.** We highly recommend using a carpet cleaning company that will guarantee their work. You must turn in a copy of the receipt to Property Services within 3-days of moving-out.
5. Mow the lawn (if applicable) and remove all weeds, debris, and trash. Place in proper trash containers and make sure they are removed prior to your vacating.
6. All nails and screws need to be removed from the walls- **DO NOT FILL HOLES.** You may be charged for patching and/or painting large or excessive nail and screw holes.
7. Make sure you have no unpaid charges, late fees, or rent.
8. Call your utility providers and inform them you are moving out to ensure that services are transferred back into the property owner's name on the correct date. Provide utility providers with your forwarding address and be sure to pay the final utility bills as soon as you receive them.
9. Return **ALL** keys to the property, including mailbox keys. *Leave the garage door openers on the kitchen counter.* **We will do an inspection of the property once you turn in your keys. You will be charged rent until keys are returned to our office.**
10. **Leave the refrigerator on. Leave the heat on and set thermostats no lower than 60 degrees if you are moving out during winter months.**
11. Ensure there is no damage to the property beyond normal wear and tear. Leave the property in the same, or better, condition as you received the property in at the commencement of your lease agreement. The office will use the property condition report and inventory sheet, which was filled out by you when you first occupied the property. Any cleaning or yard work that needs done in the unit will be done at an hourly rate and the actual cost of repair or replacement of any damaged items in the unit will be charged to the vacating resident.
12. Leave your forwarding address with the office.

If all these conditions are met, there should be no difficulty in returning the deposit within the time stated on your lease.

THERE IS A FEE FOR RE-RENTING YOUR UNIT WHILE YOU ARE STILL UNDER A LEASE OBLIGATION. IF IT HAS BEEN APPROVED BY THE PROPERTY MANAGER AND THERE IS NO LOSS OF RENTS TO THE OWNER, THE FEE WILL BE DETERMINED (UP TO ½ OF ONE MONTH'S RENT) AND DEDUCTED FROM YOUR DEPOSIT. ANY ADVERTISING TO EXPEDITE RE-RENTAL WILL BE CHARGED TO YOU AS WELL.