

Security Deposit & Furniture Info

To receive your deposit, you must return your keys and the form on the following page
SECURITY DEPOSITS WILL BE RETURNED WITHIN 60 DAYS AFTER YOUR LEASE ENDS

Clean the apartment thoroughly before you leave

Clean all rooms, not just your bedroom. Sweep and mop all floors. Clean the kitchen and bathrooms thoroughly, including tubs, showers, sinks and toilets. Remove all food from the refrigerator and clean the refrigerator and oven thoroughly. Unplug your refrigerator and leave the refrigerator and freezer doors open when you leave.

If there are damages

Determine who is responsible for any damages and advise us in writing using the form on the next page. All tenants must be in agreement as to damages, otherwise, all residents will be charged equally. You will receive a letter describing any deductions taken for items that were repaired or replaced due to negligence of the tenant(s).

Remove all garbage and broken furniture from house

Put all unwanted items at the garbage area for pick up, including any items stored in basement or on porches. Damaged furniture must be placed outside at the garbage area or you will be charged for its removal from interior.

Leave all good furniture inside your apartment, using the furniture forms

We posted furniture forms on your front door along with security deposit return info. Use the appropriate forms to mark furniture as either sold to new tenants or good furniture to be left in apartment. Follow directions on the forms. Fill forms out and secure them to the items you are leaving.

Do not leave anything that you want in the apartment past the end your lease date. Anything left after that date will be discarded and you will be charged.

Put all unwanted canned and boxed food in a box on the kitchen counter to be donated to the local food bank. Make sure cans and boxes are unopened & non-perishable (don't need refrigeration).

Return all apartment keys, bedroom keys, laundry keys, and mailbox keys to our office

If you come after office hours, put keys in an envelope marked with your name and apartment address and put in the **Key Lockbox** to the left of our front door at 179 River St.

Return the Security Deposit Return form, completely filled out, and a self-addressed stamped envelope

Fill out the form on next page. Mail or bring form to office during office hours Mon-Fri, 9am-3pm. The self-addressed stamped envelope will be used to return your security deposit. If we receive your keys after your lease ends, you still have possession of the premises. You will be charged \$15 prorated rent for each day that this occurs.

Security Deposit Return Form

PLEASE PRINT NEATLY & ANSWER ALL QUESTIONS

Apartment address: _____

First name: _____ Last name: _____

Home mailing address: _____

City, State, Zip Code: _____

Cell #: _____ - _____ - _____ Home Phone #: _____ - _____ - _____

Are there any damages you are responsible for? (otherwise all tenants will be charged)

Describe: _____

(circle one)

Did you clean the entire apartment? **Yes No**

Did you provide a self-addressed stamped envelope for your deposit?
(It will not be mailed without it) **Yes No**

Did you return all entry door keys to the office? **Yes No**

Did you return your Bedroom Key?* **Letter** _____ **Yes No**

*Bedroom letter can be found on your bedroom key (May not apply to apartments with less than 2 bedrooms)

For 30 West St. only: Did you return your Mailbox Key? **Yes No**

Good clean furniture is acceptable to leave in the apartment. Did you leave any good clean furniture in the apartment that needs to be removed? **Yes No**

All damaged furniture must be removed by you and put next to trash bins. You may not store your belongings in this apartment for the summer unless you signed the lease again for the next year.

If you sold or left furniture or items for new tenants, please do the following:

Please list items left, student's name item is for, and student's cell number below:

ITEM:	STUDENT GETTING ITEM:	STUDENT'S CELL #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REMEMBER TO:

- Label** each item with the name of the student getting that item and their cell phone number.
- Lock** all items in one of the bedrooms.
- Put a **sign** on bedroom door, "**Furniture inside for new tenants, do not remove**".