

# Tenant Disclosures

This disclosure has been prepared in question format to help answer the most frequently asked questions of tenants regarding deposits, moving in and moving out procedures. We want you to not only understand and prepare for moving in, but to give you information today about what occurs at some future time when you move out. We of course, will be delighted to assist you with any additional questions you may have that are not covered by the disclosure.

## Why is there a walk-through?

The purpose of the walk through is to note the dwellings condition and inventory its contents in writing. We prefer to inspect the dwelling with you within approximately 48 hours prior to move-in. However, if you are not available to participate or choose not to be present, we will forward a copy of our report to you. If you find additional deficiencies not noted on our walk through, we will provide you with a supplemental report for you to forward to us. Please retain a copy for your records.

## What is the purpose of the security deposits?

The purpose of the security deposits is to reimburse the owner of the property only for what is reasonably necessary to cover the following tenant defaults:

1. Damages to the dwelling
2. Certain cleaning costs following tenants departure
3. Unpaid rent and various other accrued and unpaid charges

Tenants may not apply any part of these deposits to their last month's rent. Tenants are **not** responsible for "normal wear and tear" caused by ordinary coming and goings, however, "damage" caused by carelessness, abuse, mysterious disappearance, thievery, accident, and or rules violation may be chargeable. We are providing you with a copy of two lists to assist you in understanding this distinction.

## What is considered "reasonably clean" and undamaged?

"Reasonably clean" to us means as clean as you would leave your dwelling if you knew your best friend or your favorite aunt were going to move in after you. To get it that clean, we expect you to clean the appliances, stove hood, and cabinets (under sinks, too) both inside and out; remove all non-adhesive self paper; use an appropriate cleanser on the showers, tubs, toilets, sinks, mirrors, and medicine cabinets (inside as well); dust the ceilings (for cobwebs), baseboards, window sills, and closet shelving; wash the kitchen and bathroom walls and spot clean the walls in the other rooms; wash the light fixtures and windows inside and out; vacuum the floors; scrub the floor tile or linoleum; sweep the entry, patio, storage enclosure, and garage; remove all personal belongings (including clothes hangers and cleaning supplies); and dispose of all trash. "Reasonably undamaged" to us means that items which we have supplied should not be missing (including light bulbs) or broken; that there should be no new burns, cracks, chips, or holes in the dwelling or its furnishing; and that the paint on the walls should be sufficient to last at least two years from the time they were last painted. Please try to avoid nicking the paint in the halls and doorways as you move things out.

## What else is necessary to protect the security deposits?

Tenants are required to give proper notice in writing that they intend to vacate the property. This notice is stated in the rental/lease agreement and is usually 30 days for a standard month-to-month rental agreement. It is very important to understand that tenants are responsible for paying rent through the end of this notice period or until another tenant approved by the landlord has moved in, whichever comes first. We are providing you with a written Notice of Intention to Vacate form for your convenience. You may fill out, sign, and give this form to us when you decide to move.

## What about the keys?

Please note that the final step in terminating the tenancy is the return of the keys to the property after tenants have vacated the premises. Upon returning the keys, the tenants have "officially" moved out. Tenants will be charged extra rent if they were to move out completely and keep the keys, because the keys would give them access to the dwelling and essentially leave them still in possession.

## What is the procedure for the move-out inspection?

After you have moved out, we would live to inspect your dwelling with you to check it for cleanliness and damage. We usually perform the move-out inspection no later than 48 hours after move-out during normal business hours.

## When are the security deposits returned?

The refund of tenants' security deposits occurs no later than 21 days after tenants have moved out completely. Tenant shall be provided with a written accounting of the disposition of their deposits and shall at the same time receive all deposits remaining. It is important to provide us with a forwarding address to send the information. If notice is not provided by the 21<sup>st</sup> day, the information will be sent to the tenant's last known address.

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Tenant Signature

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Date

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