

## SECURITY DEPOSIT REFUND POLICY and MOVE OUT PROCEDURES

- You must fulfill your lease agreement.
- You must contact your manager 60 days before the lease ends if you wish to move out at the end of your lease.
- You must give written notice by email, time, and date stamped, showing the date you wish to be completely out of the home.
- YOUR MOVE OUT DATE CAN NOT CHANGE UNLESS BOTH PARTIES HAVE AGREED IN WRITING!
- If you need more time or your next home isn't available on time, then you MUST contact us at your earliest convenience to ask permission and you must PAY for those days at the time of staying over or you could be holding over the property and subject to additional accelerated fees or costs  
(READ YOUR LEASE!)
- If you need to break your lease, contact your manager asap. We can help you follow the lease and make it an easy transition for you if this happens.
- You MUST include a forwarding address by the time you move out. If you do not send a proper forwarding address your deposit will be sent to the home you vacated.

### CLEANING MOVE OUT PROCESS

- The residents are responsible for returning the home in the same or better condition in which it was leased.
- **ABSOLUTELY NO SMOKING ALLOWED IN THE PROPERTIES**  
**YOU ARE REQUIRED TO THOROUGHLY or PROFESSIONALLY CLEAN THE PROPERTY** - including AND NOT LIMITED TO ,carpets,bathrooms, appliances,yard,porches,sheds,garages,carports,all trash must be removed from the property or at the curb with “special pick up” coming from your properties local trash/water department.
- YOU MUST turn OFF all water sources to the home. You can do this by turning the water off at the street. **(Especially if you see any foreseen issues with plumbing when disconnecting water lines Example - Refrigerator and washer and dryer etc. )**
- Remove all belongings as we are not responsible for anything left behind.

- Lawless Real Estate Services may withhold any and all reasonable charges for cleaning, excessive painting or repairs from damages beyond normal wear and tear and this is the responsibility of the resident.

**Estimated Repair costs are listed below and are subject to change and will be reflected on your final statement.**

- Full Cleaning- \$350-\$500
- Touch Up Cleaning - \$275-\$350
- Trash Out to include furniture- By the load or trailer can range from \$350 - \$3500 - Remove your own trash!
- Painting Full or Touch up - \$2.50 per sq ft up to - \$3.50 for custom two tone painting.
- Carpet Replacement - \$1 - \$4.50 per sq ft.
- Carpet Cleaning - \$400-\$750 for average 1500 sq ft or less.
- Pest Control - \$125-\$1750 - residents are responsible for their own pest control unless otherwise specified in the lease under " Special Provisions".
- Blinds and Window Coverings - \$75-\$350
- Ceiling Fans- \$250-\$400 if replacement is needed.
- Light Bulbs - \$40-\$200
- HVAC - CLEANING if you do not change the filter on a regular basis or smoke is found in the home. \$750-\$1400 to professionally clean the system.
- Key Replacement, Locksmith - \$200+ or lost or damaged garage door remotes - \$75.
- Any other costs to repair or replace items broken by a resident or above normal wear and tear is the FULL responsibility of the resident.

**\*ALL OTHER FINAL COSTS ARE SUBJECT TO CHANGE AND ARE BASED UPON THE ACTUAL REPAIR COSTS OR REPLACEMENT COSTS AND LABOR COSTS TO LAWLESS REAL ESTATE SERVICES AT THE TIME OF SERVICE.**