**TIPS FOR GETTING AS MUCH $$$ AS POSSIBLE BACK FROM YOUR SECURITY DEPOSIT**

**1. Return your keys/parking passes – both room and front/back door keys (MAKE SURE THE KEYS YOU ARE RETURNING WORK!) – missing/inoperative keys are charged $7 each. You should drop off your keys and parking passes on your way out of town into our DSR Rent Drop Box located next to Apt 100 door at our office at 805 S Atherton St. Please put them into an envelope with your name and property address on it. If you forget to do so please mail them to us in a PADDED envelope so the mail sorting machines don’t cause them to go missing.**

**2. Replace your broken/stained/cracked blinds – Walmart charges $4 per blind (Mainstays – light filtering vinyl blind - color white). Damaged blinds we need to replace are $10 each for small and $20 each for large (this adds up if your house has lots of windows)! Measure the header of your blind and that is the width you are looking for. Length is 64 inches. If you buy a new blind and put it by the window we will replace it for you at no charge.**

**3. Room cleaning - while we are not asking for Martha Stewart standards we are looking to see that you made an effort to clean your room. Here is what you are responsible for: INSIDE of your windows/window sills, make sure your window has a screen (it did last Fall), wipe down your baseboards, vacuum/sweep your floor, mop your floor (if your room has carpet disregard). That’s it! Pretty simple. Use both the Checkout form and the DSR Cleaning Charge form for additional guidance.**

**4. Light bulbs – if they have burned out CHANGE them so we do not have to charge you for this. Can’t reach the light fixture? Just leave the bulbs in a location nearby and we will do that for you at no charge. Questions as to which type of replacement bulb you need, just email. You can’t imagine how many times we go into a property at the end of the lease and we are totally in the dark!!!!!**

**5. Common area cleaning – check with your roommates as to who is going to be responsible for cleaning what prior to lease end. Our suggestion is to divide up the house and each person take some responsibility for a given area. OR you can hire your own cleaning company to come in and clean-up for you. There is always Mom and Dad. They are usually very concerned on move-in day about the condition of the property. FYI we have the same concern at the end of the lease.**

**6. Trash/recyclables and bulky items (furniture) you no longer want – please put your trash/recyclables into the proper containers at your property. Let us know when you have ALL vacated the premises and then we can make sure the last of the trash gets taken care of. Discarding furniture??? For most of our properties you can put the items in the grassy area between the sidewalk and the curb for pick-up. If you have any questions or need assistance with regards to where to put these items email us.**

**7. Carpet cleaning - If your house is carpeted it will need to be professionally cleaned at lease end. Please consult us for suggestions as to who to use so that the job gets done right. We would be happy to arrange this for you at the end of the lease and then provide a receipt and deduct the amount from your security deposit. REMEMBER carpet cleaning needs to be done when everything and everyone has vacated the premises, not before.**

**8. Smoke detectors/CO2 detectors and batteries/fire extinguishers – PLEASE make sure that all of your smoke/CO2 detectors are in place and operational (have batteries). Please make sure your fire extinguisher(s) are either in your kitchen or hallway(s). Missing smoke/CO2 detectors/fire extinguishers are pricey and in violation of your lease and personal safety. Any fire extinguishers that have been discharged will incur a charge against your security deposit.**

**9. Empty your fridge and freezer - Either take your remaining food with you or throw it away. We do not want it! Clean your fridge and freezer areas and leave the unit plugged in.**

**10 Empty your kitchen cabinets and drawers – Whatever you do not want PLEASE throw away. If we have to do this for you then we have to charge.**

**Last, but not least, PLEASE do not forget to take with you any bicycles, exercise equipment, computer equipment, speakers, or tailgating/party items (beer pong tables).**

**DO NOT LEAVE ANY ITEMS IN OR ON THE PROPERTY FOR THE INCOMING TENANTS. IF THEY OR ANYONE ELSE HAS PURCHASED ANYTHING FROM YOU THEY NEED TO GET IT OUT PRIOR TO THE ENDING DATE OF YOUR LEASE, NO EXCEPTIONS WILL BE GRANTED. IF NOT, THE ITEMS WILL BE THROWN AWAY WITH YOU PAYING THE COST TO REMOVE THEM. WE ARE SIMPLY NOT A STORAGE FACILITY!**

**GOOD LUCK WITH YOUR MOVE!!**