

ALMAR PROPERTY MANAGEMENT
108 S. MAIN
P.O. BOX 586
BOWLING GREEN, OH 43402
info@almarproperties.com
Office 419-352-5620 fax 419-352-1166

SECURITY DEPOSIT RETURN

Return this sheet to Almar Property Management at 108 S. MAIN St. P.O. Box 586, Bowling Green, Ohio 43402 You can place this form in the locked drop box at the rear entrance of our office.

FAILURE TO RETURN THIS FORM WILL
DELAY

YOUR SECURITY DEPOSIT RETURN

CURRENT ADDRESS _____

NAME _____ AMT OF DEPOSIT PAID _____

FORWARDING ADDRESS (STREET) _____

(CITY) _____ (STATE) _____ (ZIP) _____

Will you be renting from us this Summer? If so, where? _____

Will you be renting from us this Fall? If so, Where? _____

NAME _____ AMT OF DEPOSIT PAID _____

FORWARDING ADDRESS (STREET) _____

(CITY) _____ (STATE) _____ (ZIP) _____

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(CITY) _____ (STATE) _____ (ZIP) _____

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IT IS IMPORTANT THAT YOU INFORM US IMMEDIATELY IF YOU ARE REMAINING WITH US FOR ANOTHER YEAR, PARTICULARLY IF YOU ARE MOVING TO ANOTHER APARTMENT! PLEASE CALL OUR OFFICE TODAY.

ALMAR PROPERTY MANAGEMENT
108 SOUTH MAIN STREET, PO BOX 586
BOWLING GREEN, OH 43402
info@almarproperties.com

Office 419-352-5620

fax 419-352-1166

TO: All Residents
FROM: Almar Property Management
SUBJECT: RETURNING SECURITY DEPOSITS

We will inspect your apartment for damages and cleanliness when the LAST person in your apartment leaves. All belongings must be out of the home BEFORE our checkout can take place.

All residents must be completely out of the apartment by 11:00 a.m. on the day the lease expires. In your case, this date is _____. All keys must be returned to our office by 11:00 a.m. on the day your lease expires. If not, you will be charged \$150.00 per day in late fees to all tenants who have not turned in keys and who are not completely out of the apartment. In addition, trespassing charges can be filed against anyone who is not out of the apartment on time. We are sorry, but we must be firm on this. In some cases there is less than 24 hours between the time all apartments vacate and filled again!

We need your forwarding address on a self-addressed legal sized stamped envelope. Without this envelope, return of your Security Deposit will be delayed. This envelope must be a legal sized envelope only (9 ½ x 4).

Security Deposits are returned to you approximately 30 days after your lease ends.

Please return this form to the office one week prior to your move out date. Also, when you return this form, please bring your self-addressed stamped envelope, (one for each person who is moving from the apartment). If you are remaining in the same apartment or moving directly into another one of our apartments, the attached sheet must be completed but we do not need an envelope. If you do not turn in an envelope your Security Deposit will be mailed to your emergency contact person that is listed on your rental application.

In order to return as much of your deposit as possible, we would like you to pay particular attention to the following items when you clean your apartment

KITCHEN

The oven and burners are expected to be food, grease, and carbon free, including the oven racks. Do not forget to completely remove all cleanser, rinse and dry to remove all water spots. TIP: you might want to buy drip pans instead of cleaning them. They cost about \$15.00 for a set of four.

Squirt some liquid dishwashing detergent into the garbage disposal and flush with cold water for a few minutes. Do not let food remain in the disposal.

Scour and rinse the sink and counter top.

If your fridge is not a frost free fridge place the dial on the defrost setting at least one complete day before you clean it. DO NOT UNPLUG! If your refrigerator is not frost free, turn the settings to the warmest marking, and set pans of hot water in the freezer.

DO NOT USE AN ICE PICK OR OTHER SHARP INSTRUMENT! After the fridge has completely defrosted, clean the freezer, ice trays, shelves, door, etc. When cleaning the outside, do not forget the top and the back of the refrigerator. If the bulb is burned out, replace it with an appliance bulb. **PLEASE DO NOT TURN FRIDGE OFF. LEAVE ON REGULAR SETTING.**

Scrub and rinse floors with clean water. Do not leave floor sticky

LIGHT FIXTURES

Make sure that burned out light bulbs in all fixtures are replaced. Use 60 watt bulbs. Please make sure that you clean every blade on the ceiling fans.

BATHROOM

Wash the tub and tile, clean inside the toilet bowl with a brush and cleaner, scour the sink, clean the shelves in the medicine cabinet, wash the mirror, replace burned out bulbs and scrub the floor with cleaner.

SMOKE DETECTORS

Make sure that the smoke detectors are properly mounted and have a working battery.

TRASH

Please bag all small trash and take it to the dumpster. Do not leave furniture in or around the dumpster or anywhere else on the property. Do not leave furniture or trash on the boulevard if you live in a house.

CARPETS

When all cleaning is finished, completely vacuum your apartment. Don't forget about inside closets. Wipe down all baseboards throughout the unit.

SATELLITE DISHES

If you have installed a satellite dish it must be removed prior to your move out or you will be charged \$300.00 for the removal of it.

BLINDS

Replace all broken blinds. If this is not done you will be charged \$20.00 per blind to have them replaced. This would be deducted from your deposit.