

# R M C

ROXBURY MANAGEMENT COMPANY

## SECURITY DEPOSIT AGREEMENT

THIS IS **NOT** A RENT RECEIPT

Date: \_\_\_\_\_

Received from \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars  Cash  Check  M.O.

As Security Deposit for Apt. No. \_\_\_\_\_ at \_\_\_\_\_

Management agrees that, subject to the conditions listed below, this Security Deposit will be returned in full.

\_\_\_\_\_  
MANAGER

\_\_\_\_\_  
COMPLEX

Undersigned agrees that this Security Deposit may not be applied as rent at any time.

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
TENANT

Release of the Security Deposit is subject to the following conditions:

1. Written notice of "intent to vacate" must be submitted a full thirty days prior to said vacating.
2. No damage to property beyond normal wear and tear.
3. Entire apartment must be clean including range, refrigerator, bathroom, closets, and cupboards. The refrigerator is to be defrosted.
4. No unpaid late charges or delinquent rents.
5. All keys must be returned.
6. All debris, rubbish, and discards placed in proper trash containers.
7. Providing management with forwarding address.

"Questions and Answers" as to Security Deposit Policy:

- Q: *What charges are made if the prerequisite conditions are not complied with?*
- A: The costs of labor and materials for cleaning and repairs will be deducted from the Security Deposit. Any delinquent payments, including late charges, will be deducted as well.
- Q: *How is the Security Deposit returned?*
- A: A check is mailed to the forwarding address. The check is addressed jointly to all persons who sign this Security Deposit Agreement. No checks may be picked up at the office.