

# How to get your DEPOSIT back!

Thank you for leasing with us, we want to return 100% of your security deposit and ensure your property is 100% ready for the next tenants by following the steps outlined below

1. Text or Email 4pp your house's move out date (must be lease end date or before)
2. Follow the CLEANING list attached - house/yard must be empty/clean at move out
3. Keep Utilities on through the end of the Month (they will switch to the new tenants)
4. Pay all charges on your account, no part of the deposit is used for last month's rent
5. STOP autopayments: Log in to your resident site and edit it (delete payment)
6. Leave self-addressed stamped envelopes on the kitchen counter for deposit return
7. Leave all keys in the mailbox at the house

**Utilities:** leave *all* utilities on *through* the end of your lease month, they will get transferred to the new tenants. depending on the city schedule, do not schedule them to be turned off before the first day of the next month

**Cleaning:** *Nothing will consume your deposit faster than failure to return the property deep cleaned.* All properties are inspected and cleaned by an outside company back to "like new" clean and charged to the security deposit. The dirtier or more bedrooms/bathrooms the property has, the more the charge will be. Text or email if you don't want to clean yourselves and want a recommendation for cleaning service (they fill up fast)

**Repairs:** Are drains clogged/slow? Do all the appliances work properly? Are there holes in walls? Have you caused damage to the property that needs repair? Enter a maintenance request in the portal

Walls, Painting, Picture Hanger Holes - **Do Not Spackle or touch up paint without written approval**

**Trash and belongings:** You must take all trash and belongings with you. Do not leave your trash can full. Do not leave trash stacked at the curb or yard. If you do, there will be a **minimum \$100 city dump fee** to remove trash or items left behind.

**Carpet:** we will have your carpet professionally cleaned by Aladen Carpet upon your move-out and the actual cost will be deducted from your security deposit, per your lease. Do not clean the carpets yourself or hire someone else to do it

**Animals:** If there is or ever was an animal on your property, we will have the property inspected for fleas/pests and treated if necessary, and the actual cost will be deducted from your deposit per the pet agreement. Please pick up *all* pet droppings from the yard before you leave, otherwise, we hire a "pooper scooper" service to do this and deduct the cost from your deposit.

Failure to complete the above or cleaning list will cause a partial forfeit of your deposit. If multiple violations are present, an additional admin fee will be added to offset the coordination of multiple inspections/services. If any deductions are made, they will be itemized with your deposit return.

If you have any questions, please contact:  
info@4pointproperties.com  
405-377-0815

## **Move out Check list**

You will be charged for things not done/not done completely

- ☐ **Electricity/Gas on** through the end of the month (do not turn off)
- ☐ **self-addressed stamped envelopes left on counter for deposit return**
- ☐ **keys** in house mailbox, # of Keys : \_\_\_\_\_
- ☐ **Smoke Alarm** – working /battery installed and tested
- ☐ **Air Filter – Replace filters** in return air vents and **clean vent covers**

### **General (entire house):**

- ☐ **House, Garage, and Yard:** Completely empty of all belongings and trash
- ☐ **Outside:** Trash picked up and yard mowed, *trash removed from house and curb*
- ☐ **Air vents and return vents – Replace filter, wipe down, clean vent covers**
- ☐ **Tile/Wood Floors (throughout the house):** Sweep and mop, scrape built-up dirt/scum.
- ☐ **Carpet Floors:** Vacuum and remove stains, professional cleaning will be done
- ☐ **Walls, baseboards, and ceilings:** Scrub all baseboards, door trim, walls, ceilings, cobwebs
- ☐ **Windows:** Wash off dirt from glass, window sills and frames inside (raise blinds)
- ☐ **Doors/cabinets:** Clean off dirt, scuff marks, especially around all doorknobs, and cabinet pulls
- ☐ **Blinds:** Wash both sides (use a sock on your hand or carwash). – replace if broken
- ☐ **ALL Closets:** Empty and Wash off dust, dirt and mildew from shelves.
- ☐ **Ceiling Fans:** dust top and bottom of blades, clean light fixtures, clean ceiling above fan
- ☐ **Lights:** Wipe around switches, **replace all burnt out bulbs**, clean out globes.

### **Kitchen – use multi-purpose kitchen cleaner (Lysol/Clorox/Bar Keepers)**

- ☐ **Countertops:** Scrub clean. Remove stains with “Bar Keeper’s friend” powder or comet
- ☐ **Cupboards & Drawers:** Wash inside and out. Wipe out all loose dirt, clean front panels
- ☐ **Oven:** Scrub all burner covers on top. Pull out and clean sides and front of oven, clean inside door and oven and broiler pan area on bottom, pull out and clean floor under oven.
- ☐ **Backsplash by Stove:** Remove grease from all walls around stove and sides of stove
- ☐ **Range Hood and Fan:** Remove dirt and grease with non-abrasive cleaner, paying particular attention to area under hood and around fan.
- ☐ **Sink and Faucet:** Use non-abrasive cleaner to scrub out stains. – “bar keeper’s friend”
- ☐ **Refrigerator:** Clean front and sides and door handles. Open fridge and freezer and take out and clean all shelves, drawers and inside walls. Move the fridge out to clean floor underneath.
- ☐ **Washer/Dryer:** Wipe down top and sides, move to clean floor and walls underneath and behind, clean out vent hose and lint trap

### **Bathroom**

- ☐ **Toilet:** Scrub/wipe all **outside** surfaces of toilet. Clean inside bowl with toilet bowl cleaner.
- ☐ **Sink/Faucets:** Use Lysol/Clorox type germ cleaner and bar keeper’s friend/comet
- ☐ **Medicine Cabinet and drawers:** Empty and Wash all shelves and surfaces, including mirror.
- ☐ **Shower/Bath:** Spray on general cleaner and scrub all scum/mold/mildew/rust. “bar keepers friend” powder and scrub brush works great on tub and walls of shower. Throw out curtain.
- ☐ **Floors:** Mop/scrape/clean all corners and entire floor and baseboards – several times