

# 4PP Security Deposit Addendum

Security Deposit: \$ \_\_\_\_\_

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

Lease Address: \_\_\_\_\_

Lessee(s) \_\_\_\_\_

The Lessor acknowledges receipt of the security deposit listed below from the lessee(s) for the following purposes:

1. The security deposit shall be held by lessor in a trust account as security for the performance of all covenants of the lease between lessor and lessee(s).
  
2. Return of Security deposit is subject to:
  - a. Completion of the full term of the lease and payment of all charges and fees due.
  - b. All lessee(s) moved out and all personal property and trash removed.
  - c. All keys and stamped envelope with forwarding address left at house
  - d. Utilities kept on through the last day of lease end month.
  - e. Entire house cleaned using cleaning checklist below or hired out with list complete
  - House, Garage, and Yard: Completely empty of all belongings and trash
  - Outside: Trash picked up and yard clean, *buy blue bags at gas station* for trash that does not fit in City container.
  - 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 and charged to lessee
  - Walls, baseboards, and ceilings: Wipe/scrub all scuffmarks, cobwebs, and grime, especially in bathrooms/kitchens
  - Windows: Wash off dirt from glass, window sills and frames.
  - Doors: Clean off dirt, scuff marks, especially around all doorknobs, and cabinet pulls
  - Blinds/window covering: Wash both sides (easiest to use a sock on your hand).
  - ALL Closets: Empty and Wash off dust, dirt and mildew from shelves.
  - Ceiling Fans: dust top and bottom of blades and light fixtures
  - Lights: Wipe around switches, replace light bulbs, clean out globes.
  - Countertops: Scrub clean. Remove stains with “Bar Keeper’s best friend” powder
  - 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 fan.
  - Sink and Faucet: Use non-abrasive cleaner to scrub out stains.
  - 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: If W/D is staying, wipe down top and sides, and move to clean floor and walls underneath and behind
  - Toilet: Clean inside bowl with toilet bowl cleaner. Scrub/wipe all outside surfaces of toilet.
  - Sink/Faucets: Use Lysol/Clorox type germ cleaner.
  - 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. Shower Curtain: Throw out.
  - Floors: Mop/scrape/clean all corners and entire floor
  - Replace Air Filters twice a year and at move out.
  - Check Smoke detector , replace batteries if needed
  
3. Lessee(s) agree to pay cost of labor and materials for cleaning and repairs, rent payments, and other fees/charges due at lease end. Deductions will be first made from the Security Deposit, and lessee(s) agree to pay the lessor the balance of said charges, if any. Under no circumstances is the liability of Lessee(s) to Lessor limited by the amount of the Security Deposit. Deposit will be forfeited if lease is breached for any reason.
  
4. Lessor agrees to return unused portion of the Security Deposit with itemized deductions listed in the self-addressed stamped envelope provided by Lessee(s) within 45 days of lease end and premises vacated.
  
5. This Security Deposit Agreement signed on \_\_\_\_\_ is part of the Lease and shall be interpreted jointly with said lease

Lessee \_\_\_\_\_

Lessor \_\_\_\_\_

Lessee \_\_\_\_\_

Lessee \_\_\_\_\_