



126 MAIN STREET SUITE A  
CLARKSVILLE, TN 37040  
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### SECURITY DEPOSIT POLICY

Refund of security deposit is dependent on the following stipulations:

1. Full Term of lease has been fulfilled.
2. A thirty (30) day **written** notice was given prior vacating the premises. **NO VERBAL NOTICES WILL BE ACCEPTED.**
3. A forwarding address has been provided to a Millan Enterprises representative.
4. All required utilities have remained active in tenants name up until key return or end of lease, whichever is the latter of the two.
5. All balances and delinquencies have been satisfied and account reflects a \$0.00 balance.
6. All keys have been returned to a Millan Enterprises representative. # of keys given \_\_\_\_\_
7. If leased premises has carpet, it must be professionally cleaned and the receipt of which must be turned in to a Millan Enterprises representative.

**If the above mentioned conditions are not met for any reason, entire security deposit is subject to forfeiture.** If tenant chooses not to be present at the move-out inspection, the right to contest any damages found as a result of the inspection will be waived. The leased premises must be thoroughly cleaned prior to vacating. We have outlined our cleaning standards below. In the event the premises is not cleaned per the following guidelines, charges may be deducted from your security deposit or owed if your security deposit is insufficient to cover the balance.

- All belongings including trash, coat hangers, furniture, bathroom products, shower curtains, throw rugs, kitchenware, fridge/freezer and cabinet food items must be removed from inside and around the exterior of the unit. These items must be properly disposed of via trash service or hauled off the property. Bulk items and/or items not standard household consumables are not permitted to be placed near the dumpsters or curbside as trash service providers will not haul off these items. You will be charged a minimum fee of \$250.00 for inappropriate disposal of items.
- Holes, bad scuffs, chips, etc. whether from use or as the result of moving, will necessitate charges for patching and painting of entire wall involved.

Initials \_\_\_\_\_

- All carpets must be professionally cleaned and the receipt of cleaning must be submitted to leasing office at the time of key return. All other floor types must be swept and mopped. Tile grout must be cleaned of all residue/staining. If carpet is damaged, Management reserves the right to charge tenant to replace the carpet in the event a carpet match for repair cannot be found.
- All windows and mirrors must be cleaned and streak free. Window screens must be in place, free of damage and clean of dust/debris. All surfaces including walls, doors, baseboards, windowsills/ledges, electrical switches/plugs, receptacle covers, door hardware, countertops, cabinets, sinks, etc must be cleaned of all dirt, dust, debris and fingerprints. If wall cleaning results in streaking or damage to existing paint, repaint of wall may be required.
- All light fixtures interior and exterior must be cleaned of all dust, bugs, cobwebs and the maximum number required light bulbs installed and in working order. Light bulbs must be same lumen to project same light in each fixture.
- Interior and exterior of all kitchen appliances (stove, range hood, dishwasher, refrigerator, etc) must be cleaned of all grease, dirt, dust, cleaning residue and be streak free. Racks, windows, drip pans, exhaust fans, range hood filter, knobs, light bulbs must all be cleaned and in working order. Refrigerator and stove must be pulled away from wall and sides cleaned as well as area around, beneath and behind appliances.
- Interior and exterior of all kitchen cabinets must be cleaned of all food debris, residue and grease. Any installed contact paper, shelf liners and glue/adhesive residue removed. Sink and countertops must be clean of all residue, debris and stains.
- All bathroom surfaces and cabinetry must be cleaned of hair, residue, grime, soap scum, etc. Toilet bowls and bases must be thoroughly cleaned inside and outside. Toilet seats must be in clean and operable condition. Shower/tub stall must be cleaned of all soap residue, grime, be free of mildew and have bath mats and shower curtains removed.
- All chrome fixtures including sink faucets, shower heads, towel racks, soap dishes, etc must be cleaned to a reflective shine.
- Balconies, patios and storage areas must be cleaned of debris, cobwebs, floor mats and personal items.

In the event the premises is not cleaned per the guidelines above, the following list explains the charges that may be deducted from your security deposit if insufficient to cover the charges. **The cleaning and repair costs below are minimum fees only.** This list is not comprehensive of every situation or possible charge. Any deductions will be reflected on your final statement.

Initials\_\_\_\_\_

<b>CLEANING:</b>	
Refrigerator	\$50
Stovetop	\$50
Oven	\$50
Dishwasher	\$30
Microwave	\$30
Range hood	\$30
Cabinets/Countertops	\$75
Bathtub/Shower	\$40
Toilet	\$30
Walls/Trim wipe down	\$150
Sweep/Mop	\$50
Tile grout cleaning	\$50
Vacuuming	\$50
HVAC: filter/vents	\$15
HVAC: coil cleaning due to tenant negligence	\$150
HVAC: duct cleaning due to tenant negligence	\$375
Windows/Ledges	\$15
Plumbing hardware	\$50
Professional Carpet Cleaning	Price varies based on square footage
Extensive cleaning (per hour)	\$50
<b>DAMAGES:</b>	
Broken blinds	\$25
Door casing	\$60
Interior door	\$100
Exterior door	\$275
Plumbing fixtures	\$50
Mirror	\$40
Wall patch	\$15
Trim replacement	\$20
<b>MISSING ITEMS:</b>	
Light bulb	\$5
Light fixture	\$25
Key replacement	\$5
Window blind	\$25
HVAC filter	\$15
Towel/toilet paper holder	\$15
Smoke detector	\$25
Stove drip pans	\$30
Window screen	\$25
Replace over knobs	\$20
Fridge bin bracket/handle	\$25
Fridge crisper drawer	\$60
Electrical switch or plug	\$5
Electrical cover plate/switch plate	\$5
Smoke detector battery	\$3
<b>ADDITIONAL CHARGES:</b>	
Flea fumigation	\$150
Bed bug treatment	\$600
Misc. pest control	\$100
Personal debris/trash removal	\$250
Pressure wash filth/graffiti	\$100
Yard maintenance	\$100
Window pane replacement	\$250
Door lock change for keys not turned in	\$25
Odor/stain block paint application + repaint	\$350/1bd apt, \$700/2bd apt
Clearance of clogged drain due to hair/debris/foreign object	\$80

Initials \_\_\_\_\_

The Security Deposit is returned by a check mailed to the forwarding address provided upon move-out. **NO PICK-UPS FROM THE OFFICE.** We attempt to return Security Deposits within thirty (30) days from the tenants departure.

I have read and understand the above conditions for return of my Security Deposit.

Security Deposit Policy 2018.1

Initials\_\_\_\_\_