

SECURITY DEPOSIT

How to get your Security Deposit back

1. **Turn in a 30 DAY NOTICE TO VACATE in writing:** Email or mail it to the office.
2. Deposit refund: **If you selected Refund by E-Check** –The total refund will go out to the account number provided in the tenant portal. If you DO NOT want the deposit to be sent to the account number provided in the tenant portal please notify us in writing prior to move out. Checks are made out to **all the tenants** on the lease. **If you want the check in one tenant's name**, we need the instructions in writing from all tenants on the lease attached to this form or emailed to us prior to turning keys in.
3. **Leave the apartment or house in the same condition that you rented it,** less NORMAL wear & tear.
You need to:
 - A. **Clean** the entire unit-
 - Carpet needs to be cleaned either by us, out of deposit money or by our approved vendor only.
 - Clean the stove & oven. Stove hood should be free of grease, wash cupboards, walls, baseboards.
 - Clean all appliances, entire kitchen and bathroom, windows, ledges, floors, blinds, storage cabinets, clean & sweep garage, porch, balcony, **everything**.
 - B. You will be charged for painting if it is damaged, marked up or painted a different color.
 - C. Return walls to original color if you painted the unit.
 - D. Wash all woodwork, cabinets of grease, dirt, fingerprints, etc.
 - E. Remove all personal belongings, trash, coat hangers, everything. Do not leave items out by dumpster or in front/back or building. You will be charged for items hauled.
 - F. Clogged drains will be taken out of your deposit if we have to unclog them & any unpaid bill backs will also be taken out of your deposit.
 - G. IF YOU HAD A PET: Spray for fleas, deodorize & clean the carpet and provide us with the receipt.

***ALL VENDOR RECEIPTS FOR WORK DONE MUST BE ATTACHED TO YOUR KEY TURN IN PAPER**

If **you hire** any vendor to do work when moving out they must be from our **approved vendors list:**

Carpet Cleaning	Jims Cleaning	(310) 539-0700
Painting	Pacific Painting Co.	(888) 550-1231
Broken Window	Save-On Glass & Screen Inc.	(714) 893-4275

You must pay the vendor. We do NOT pay for your work ordered out

Pay all your rent & late fees up until the day you move out. If you are signed up for automatic online payments – you are responsible for turning them off.

3. **TURN IN YOUR KEYS TO THE UNIT:** Do not leave them in the unit.
Your rent charges do not stop until your keys are turned into the office.

**** You may request an **OPTIONAL pre-move out inspection** by notifying the office by **email or letter**, no later than **20 DAYS** before moving out in order for us to schedule the appointment. Inspections are done by appointment only.*

21 DAYS AFTER YOU TURN IN THE KEYS TO THE OFFICE, YOU WILL GET A MOVE OUT CLOSING STATEMENT. THE STATEMENT WILL OUTLINE THE FOLLOWING:

Deposit paid with any charges against the deposit and/or balance due to the owner

ALL QUESTIONS REGARDING YOUR DEPOSIT REFUND MUST BE PUT IN WRITING to

Email: info@abetterproperty.com or Mail: ABPMCO INC., 6621 E. PCH STE 140 LB, CA 90803