

## TIPS FOR GETTING YOUR SECURITY DEPOSIT BACK

To avoid deductions from your deposit, please make sure you are doing everything you need to do to prevent deductions. The following are the most common deductions from deposit returns. Many can easily be avoided if you take care of them before you move out and turn everything into the office on time.

**PPM charges \$35/hour for general maintenance completed by our workers. PPM has a minimum labor charge of \$18. Specialized vendors like cleaners, plumbers, electricians, painters, etc. will have higher maintenance rates. Each specialized vendor decides their own minimum labor charges, visit charges and labor rates.**

### **Remove All Belongings**

Do not leave anything inside or around your unit. Check every cupboard, drawer, closet, refrigerator, patio, backyard, garage, etc. Do not leave any furniture or trash inside or around your unit. Do not leave anything for future tenants. Do not leave furniture by the dumpster or street. **REMOVE EVERYTHING!**

PPM will charge you for the removal of all belongings and trash left; charge you for taking it to the dump and charge you for the dump fee. There are many organizations in the area where you can donate your unwanted belongings. Please stop by the PPM office for a copy of the Reuse Directory.

### **Cleaning**

The cleaning guidelines on the move out instructions handout is not an all-inclusive list, you must deep clean your entire unit. Don't forget windows, windowsills, blinds, appliances, cabinets, drawers, closets, vents, sinks, tubs, fixtures, etc. Your unit must be ready for move-in to avoid any cleaning charges.

**DO NOT UNDERESTIMATE THE COST OF PROFESSIONAL CLEANING.** The professional cleaning of the large 3, 4, and 5-bedroom houses and townhouses can be quite expensive. If you leave it relatively clean, the cleaning bill is usually \$250 - \$700. If you leave it dirty, the cleaning bill is usually \$600 - \$1000. If you leave it in horrible condition, the cleaning bill can be \$1,200 or more. It may be well worth hiring a professional cleaning company to deep clean your unit before you move-out if you do not want to clean.

### **Light Bulbs**

Replace all missing & burned out light bulbs. Make sure you are replacing with the correct type of bulb and wattage. Bulbs that are the wrong type or wattage will be replaced with correct bulbs. You will be charged for the cost of each light bulb replaced plus the labor to install the new bulbs. PPM has a minimum light bulb charge of **\$5**.

### **Broken or Missing Outlet/Light Switch Covers**

Replace all broken or missing outlet/light switch covers. You will be charged a minimum of **\$5** for each cover replaced plus the labor to install.

### **Floors will be Professionally Cleaned**

The cost of professional floor cleaning will be automatically deducted from the security deposit. This includes all floor types – vinyl, tile, hardwood, laminate, carpet, etc.

There will be additional charges added to the bill for stain removal, gum removal, testing for the presence of animal urine, removal & deodorizing if pet urine was detected, deodorizing to remove any odors (especially from smoking) and vacuuming (if needed before the floors could be cleaned). All of these additional charges are a tenant charge.

PPM will charge you what the floor cleaning company charges us, and a copy of the invoice will be included with your closing statement.

### **Drip Pans**

Make sure you clean or replace the drip pans under your stove top burners. PPM has a minimum charge of **\$5** per drip pan.

### **Smoke Detectors & Carbon Monoxide Detectors**

Replace any missing batteries. If your detector is beeping, replace the battery before you move out. If a smoke detector or carbon monoxide detector has been tampered with or the battery has been removed, PPM will install new detectors. You will be charged for the cost of the new detector plus the labor to install.

### **Yard**

If you are responsible for the care of the yard & landscaping, make sure you have mowed, weeded, trimmed and cleaned out all of the flower beds and gardens. PPM will charge you for cleaning up the yard; charge you for taking the yard debris to the dump and charge you for the dump fee.

### **Keys**

Return all of your keys to the PPM office in Corvallis or the Wolfpack manager's office if you live in Monmouth. Do not leave your keys inside your unit. Bedroom and mailbox keys are often not returned and re-keying by a locksmith will be required. The locksmith bill will be a tenant charge and the bill can be **\$80 or more** per lock.

Vacating units in Sisters – Please leave your keys inside your unit and lock the door as you leave. Immediately after, please e-mail us that you have vacated your apartment. The date we receive that e-mail is the date that we consider the keys as being turned into the office.

### **Garage Remotes**

PPM has a minimum charge of **\$100** for each garage remote that is not returned when you move out. There will be no credits issued for remotes returned after replacement remotes have been programmed.

If your remote needs a new battery, replace it before you turn in your remote. You will be charged for the battery replacement. PPM has a minimum battery charge of **\$20**.