

## *Secure Your Security Deposit*

When you signed your lease, you put down a security deposit equal to one month's rent. This security deposit is to cover any fees or outstanding utility bills when the lease ends and any extraordinary wear and tear on the property. The lease states that **it may not be used for the last month's rent**. To get this security deposit back in full, plus interest, you should make sure your home is in good shape.

Here are some tips:

### **Thinking ahead**

You should put in the orders for taking the utilities out of your name up to 30 days in advance (see enclosed pink utility sheet).

Register your change of address with the Post Office. It can take some time for this to take effect. You can do it online at USPS.com.

If you know you will have bulk trash (furniture, mattresses, or other big items), remember that it may take up to two weeks to schedule a special pickup, and the District of Columbia will pick up no more than **four** bulk items per scheduled pickup. If you live in a building with four or more units, the city will not pick up bulk trash. In that case, or if you have more than four bulk items, you can call 1-800-GOT-JUNK or Honest Men Hauling 301-440-9249 for pickup. If bulk trash is left at your property, you may be charged for its removal.

If you have outside space, get your yard in shape. Cut any grass, trim bushes, and rake any leaves. Large branches may need to be part of your bulk trash pickup.

### **Throughout the property**

- Replace missing or burned out light bulbs.
- Remove all picture hangers.
- Clean windows and window sills.
- Make sure all ceiling fans, air conditioners, heaters, and outlets are working properly. Look for missing switch plates or outlet covers.
- Thoroughly vacuum the carpets. Take care of any burns or stains. If the floors are wood, vacuum and dry mop them. Wash any spills.

### **In the bathroom**

- Scrub the bathtub/shower.
- Scrub the inside and outside of the toilet.
- Wash the sink.
- Empty, dust, and wash the medicine cabinet. Clean the mirror.

- Make sure the floor is clean and walls wiped down.

### **In the bedroom**

- Make sure that the closet is empty, the doors are working properly, and that it is clean.

### **In the kitchen**

- Scrub the sink, back splash, and counter tops with a bleach-based cleaner.
- Empty all cabinets and drawers. Vacuum any dust and crumbs and wash the shelves and drawers. Clean the cabinet fronts and knobs.
- Thoroughly clean the stove top and the oven and broiler, including the racks and broiler pans.
- Boil some water in the microwave to soften any grease and grime. Then clean it thoroughly using a spray cleaner on a paper towel.
- Wipe grease from around the kitchen vent. Wash the filter.
- Wash out the fridge and freezer, and defrost, if needed. Make sure ice trays, eggs holders, and butter dishes are in place. Sweep under the fridge.
- Sweep, and then mop, the floors.

### **Don't forget to . . .**

- Make a final walk through the property to be certain that nothing was left behind. Check the washer and dryer, and, while you are looking, make sure the filter is clean.
- Give us your forwarding address and note anything that will remain at the property on the move-out form (enclosed).
- Turn in all of your keys and the move-out form. **We stop charging rent and the clock for returning your security deposit starts when they are received.**

Thanks for doing your part to make the transition run smoothly and to assure that your security deposit is returned.