

Security Deposit & Furniture Info

Your lease ends soon. To receive your deposit, you must return your keys, mail the form below, and follow all instructions.

Clean the apartment thoroughly before you leave. Clean all rooms, not just your bedroom. Sweep and mop all floors. Vacuum any carpets. Clean the kitchen & bathrooms thoroughly, including tubs, showers, sinks and toilets.

Remove all garbage from the house. Put all unwanted items at the garbage area for pick up, including any items stored in basement or on porches. Do not put furniture or household items outside in the garbage area when you vacate. All trash in garbage area must be in bags.

Unplug your refrigerator and leave the refrigerator and freezer doors open. Remove all food from the refrigerator and clean the refrigerator and oven thoroughly.

Leave all unwanted furniture inside your apartment, labeled with the furniture forms

We posted forms on your front door for furniture that you want to leave in the house after you permanently vacate. Secure these forms with tape to any furniture being left in the apartment for Rental Company One to dispose of. If you are selling furniture to new tenants moving into your apartment, they need to come to our office to pay a summer storage fee and get different forms. **Do not leave any furniture outside near trash or on the curb!**

Do not leave anything that you want to keep in the apartment past the end your lease date. Anything left after that date will be discarded.

Put all unwanted canned and boxed food in a box on the kitchen counter to be donated to the local food bank. Make sure cans and boxes are unopened and don't need refrigeration.

If there are damages determine who is responsible and advise us in writing using the form on the next page. All tenants must be in agreement as to damages, otherwise all tenants will be charged equally. You will receive a letter describing any deductions taken for items that were repaired or replaced due to tenant negligence.

Fill out the Security Deposit Return form and return it and keys to our office

Print the form on the following page. Fill out the form and bring it to our office along with your keys. All apartment entry keys, bedroom keys, laundry keys, and/or mailbox keys must be returned. Also provide us with a self-addressed stamped envelope which will be used to return your security deposit. You may return all items to the office any time. Make sure the keys, form and self-addressed stamped envelope are all place inside a sealed envelope labeled with your name and apartment address. Place sealed envelope in the **Key Lockbox** to the left of our front door at 179 River St. If we receive your keys after your lease ends, you still have possession of the premises. You will be charged \$15 prorated rent for each day this occurs. You may also return the Form and/or keys by mail. Any keys returned by mail need to be securely taped to a piece of paper so they do not rip through the envelope. Two stamps are needed in order to mail 2 or more keys due to extra weight. Our office address is:

**Rental Company One, Inc.
179 River St.
Oneonta, NY. 13820**

Security Deposit Return Form

SECURITY DEPOSITS CAN NOT BE RETURNED UNTIL EVERYONE IN YOUR APARTMENT HAS VACATED

PLEASE PRINT NEATLY & ANSWER ALL QUESTIONS

Apartment address: _____

First name: _____ Last name: _____

Home mailing address: _____

City, State, Zip Code: _____

Cell #: _____ - _____ - _____ Home Phone #: _____ - _____ - _____

Are there any damages you are responsible for? (otherwise all tenants will be charged)

Describe: _____

Did you clean the entire apartment? **Yes No**

Did you provide a self-addressed stamped envelope for your deposit?
(It will not be mailed without it) **Yes No**

Did you return all entry door keys to the office? **Yes No**

Did you return your Bedroom Key?* **Letter: _____ Yes No**

*Bedroom letter can be found on your bedroom key (May not apply to apartments with less than 2 bedrooms)

For 30 West St. only: Did you return your Mailbox Key? **Yes No**

It is acceptable to leave furniture in the apartment.

Did you leave any furniture in the apartment that needs to be removed? **Yes No**

Do not store belongings in this apartment for the summer unless you signed a lease again for the next year.

If you sold or left furniture or items for new tenants, please fill out the following information:

Items being left for next tenant(s): _____

Student getting item(s): _____ Student's Cell Phone #: _____

IF YOU SOLD FURNITURE, REMEMBER TO:

- **Label** each item with the name of the student getting that item and their cell phone number with the form that new tenant(s) must get from the office.
- **Lock** all items in one of the bedrooms if possible.
- Put a **sign** on bedroom door, **"Furniture inside for new tenants, do not remove"**.
- **There is a \$200 storage charge for each room in which new tenants store belongings charged to the new tenants.**