

# Advanced Property Management LLC

342 Anderson Avenue – Coos Bay, OR 97420

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## Deposit Refund Guidelines

**The refund of your deposit will be based, in part, on cleaning the following items before moving out:**

- 1) All appliances inside and out.
- 2) Cabinets and drawers inside and out.
- 3) Light fixtures. Make certain bulbs are present and working.
- 4) All floors, waxed as necessary. Baseboards and casings.
- 5) Carpets will be professionally cleaned by Advanced Property Management using an approved carpet service. You will be charged for this cleaning from your security deposit.
- 6) All mini-blinds must be clean.
- 7) Walls to be cleaned if necessary.
- 8) Heating units to be vacuumed as necessary.
- 9) Tub, shower enclosures.
- 10) All windows, window sills and tracks.
- 11) All doors inside and out including tracks.
- 12) Yard needs to be mowed and weeded as reasonable required.

**In addition, the following need to be completed:**

- 1) Responsible for rent up to vacate date of 30-Day Notice
- 2) All garbage/trash/debris removed to appropriate receptacles.
- 3) Utility companies called and meters read.
- 4) All keys including mailbox keys are returned to Advanced Property Management.
- 5) Forwarding address provided to agent.
- 6) Property in as good condition as when received – ordinary wear and tear accepted. We will use the form you filled out when you moved in, agreeing to the condition of unit.

**Your Security Deposit Refund will be returned to you within 31 days, from the date Advanced Property Management received the keys, as required by State Law.**



Equal Opportunity Housing