



# TRADEWIND

INVESTMENTS & PROPERTY MANAGEMENT

Following are a few things to do to help us refund as much of your security deposit as possible.

- Clean all flooring. Have the carpets *professionally* cleaned. (Must provide receipt)
- Cleaning and Carpet Cleaning Company must hold a City or County License.
- Dust/clean baseboards, doorjambs, walls, wall plates and ceilings without removing paint
- Clean mirrors, windows, windowsills and blinds/window coverings
- Clean all countertops, closet shelves, cabinets, and drawers & remove non-adhesive shelf paper
- Clean all appliances, inside and out (don't forget the stove hood and under the stove lid)
- Use appropriate cleaner on sinks, tubs, shower enclosures, toilets, medicine cabinets, etc.
- Replace bad light bulbs and clean all light fixtures and ceiling fans
- Replace/clean all filters (A/C, pool, water, etc.)
- Clean garage floor and driveway of oil, stains and debris
- Clean exterior/landscaping (mow lawn, weed, clean pool, sweep, trim trees & bushes)
- Remove all personal items (hangers, cleaning items, etc.)
- Clean additional items as needed (fireplace, hot tub, dog run, etc.) Remove all debris
- Do not remove anything that has been affixed to the property without prior approval
- Garage space must be swept out and all debris and/or personal items removed.

Unfortunately, if the house and carpet cleaning is not deemed to have been done by a professional, we will hire a licensed professional to complete the tasks at your expense.

We request that you turn in all keys and remotes directly to Trade Wind's office after the property is clean and ready to be inspected. Each day you are in possession of the keys we are contractually bound to charge you rent on a daily basis. We will perform a move out inspection after receiving your keys. You will receive a disposition and any refund within 30 days of receiving your keys. Any disputes with our findings must be in writing and within 10 days of your receipt of the disposition.

**NOTE: Rent will be charged until we receive the keys. If you choose to stay on a month to month basis, the on-line rent payment function will not be available. We will gladly accept your rent payment in person or via mail. Should your move out date change, please contact us as soon as possible.**

*\*\*\*It is also important to provide us with a current phone number and a forwarding address.*  
**We will be sending your security deposit disposition no later than 30 days after termination of tenancy.**

If you have any questions, please do not hesitate to call me at the number below.

I look forward to speaking with you soon!

Sincerely,  
Trade Wind Investments