



APARTMENTS ♦ MINI STORAGE ♦ COMMERCIAL

85 Birchwood Lane Crossville TN 38555 Phone 931-484-0809 Fax 931-787-1154

RESIDENT'S RESPONSIBILITIES UPON VACATING

In order for you to receive the maximum amount of security deposit refund please note the following:

RENT IS CHARGED

Until keys are returned to management – receipt provided upon request

Please provide your forwarding address

REFRIGERATOR

Is to be empty, doors left open and unplugged

Ice trays are to be present

Shelves and bins are to be present

RANGE/OVEN

Is to be empty

Drip pans (if any) are to be present

Oven racks are to be present

Exhaust fan (if any) is to be operational

KITCHEN CABINET / DRAWERS

Remove all shelf lining paper or newspaper

Wipe crumbs from all shelves and drawers

Wipe down cabinet exteriors

BATHROOMS

Clean toilet

Clean sinks/faucets

Toilet paper holders are to be present and secured

Towel racks are to be present and secured

Shower curtain rods are to be present (if any)

PAINT / WALLS

Remove all wall hangings

Remove all nails – Do Not Spackle Walls

GENERAL

All light fixtures are to be present and unbroken

All light bulbs are to be operational

Window screens are to be present and undamaged

Carpets are to be vacuumed

Clothes bars are to be present in closets

Thermostat controls are to be set to OFF position

Remove everything from the apartment (personal belongings & any trash)

PATIO/DECK/ENTRANCE

Is to be swept clean, nothing personal remaining and no trash or cigarette butts

REFUND TIME FRAME

Allow 30-45 days for processing of deposit refunds/final statements