

GREENBRIAR, INC.

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Common Deposit Deductions to Avoid

Many of the deposit deductions that occur every year involve cleaning charges and damages. These deductions are preventable. We recommend you ask yourself the following questions before moving out to avoid possible charges:

Cleaning

1. Is your oven clean?
2. Is the stove top clean? Are your burner pans clean?
3. Has all of the food been removed from your refrigerator and freezer?
4. Have you wiped out your refrigerator, unplugged it and left the door open to prevent mold?
5. Are the ice cube trays still in the freezer?
6. Have you removed all dishes and food items from your cabinets and wiped them out?
7. Is there water sitting in your dishwasher? Have all dishes been removed from the dishwasher?
8. Does your garbage disposal work? Do not pour any grease down the drains.
9. Have you cleaned your microwave out and wiped off the glass tray?
10. Have you vacuumed all flooring?
11. Have you removed all items from the closets and dresser drawers?
12. Have you mopped your kitchen floor and bath floors?
13. Have you removed your shower curtain and cleaned your shower/tub?
14. Have you cleaned your toilets and left the lids up to prevent mold?

We charge for burner pan replacement, cleaning of the oven and stove top, removal of any items left (food, dishes, garbage, furniture, clothing, etc.), cleaning of the refrigerator, general bathroom cleaning and any other cleaning that may need done.

General Damages

15. Have you removed all wall hangings and all nails from the walls?
16. Have you removed all tape/adhesives from the walls and doors?
17. Are there large stains in you carpet?
18. Are your blinds broken or are slats missing or damaged?

We do not recommend patching nail holes or doing drywall repairs yourself. Many times additional charges result from an improperly patched hole or the damage to trim/ carpeting that is a result of patching/painting the hole. We do charge to repaint patched nail holes.

Check Out

19. Have you turned in all apartment keys (including the mailbox key) by **NOON** on the ending lease date?
20. Is all rent paid in full on your lease?

Many deposit deductions result from rent owed, lock changes or overstay charges. This is easily prevented by making sure all rent is paid and all keys are turned in on time.

We will try to make your check out as easy as possible. Do not hesitate to contact our office with any questions regarding check out procedures.

Respectfully,

Greenbriar, Inc.