

Tenant Move-Out Instructions

The purpose of the refundable security deposit is that the home will be returned in the same condition that it was when it was rented, normal wear and tear excepted. Any alterations should be discussed with the property manager. The "Inspection Report" form that was signed at move-in, will be used to make this determination. Any repairs or upkeep needed to bring the property back to this standard will be charged to the deposit.

1. To expedite the return of your deposit, we will need your forwarding address and phone number. We will issue one check for any security deposit refund. This check must be made out in all tenants' names. It is the tenants' responsibility to work out the details of the distribution.
2. Keys should be returned to the office by 5:00 p.m. of the move-out date (only our Stockton office is open from 9:00 am to 5:00 pm on Saturday and Sunday). You may put identified keys in the mail slot when the office is closed. All keys and garage door openers inventoried at move in should be returned to the office. ***Rent charges will continue until the keys are received and all personal property is removed from the home.***
3. The property manager or our maintenance department will inspect the property shortly after all keys are returned to the office.
4. Should you have specific questions, please call our office.
5. See attached list of Guidelines for Return of Security Deposit.