

PROCEDURES FOR RETURNING SECURITY DEPOSITS

Certified Mail

Return Receipt Requested

Please note:

In receiving your security deposit, as the City of Burlington requires, you will receive two pieces of certified mail.

The first piece of certified mail will be the closing statement. This closing statement will itemize and explain your security deposit refund. This document will be prepared and mailed by Appletree Bay Property Management. **No check will be included with this closing statement.**

The second piece of certified mail will be mailed directly from the property owner. **This will include the security deposit refund check as explained in the closing statement.**

The United States Post Office (USPS) will deliver a certified mail notification to you (a small orange colored card). This card verifies the time and date that the mail has been received by the USPS. In order to pick up the above mail, you will have to take the orange card to the USPS to receive the closing statement and or your refund security deposit check. If this is not completed within **TWO DAYS** of receiving the certified mail receipt, the USPS will return it to the property owner and or Appletree Bay Property Management. At this point, Appletree Bay Property Management and the property owners have fulfilled their obligation. It could then take several weeks before Appletree Bay Property Management and/or the property owners receive the security deposit, therefore it is important that you go to the USPS as soon as you receive the notification.

Please make sure you supply your forwarding address to the Appletree Bay Property Management's Rental Manager before you move out of your rental space so there is no delay in getting your closing statement and/or security deposit refund check.

The below information pertains to security deposits as outlined in your lease *. Please be sure to follow move-out procedures to ensure that you get your full deposit back.

6. Security Deposit.

Owner acknowledges that upon execution of this Lease, it has received from the Tenant the security deposit on the date listed above. **This deposit may not be credited toward the last month's rent.** This deposit will be refunded only after:

a. Tenant(s) have fulfilled the terms of this Lease; and

b. The Unit is vacated by all listed persons on the cover sheet of this Lease and by anyone else who actually resides in the Unit. Owner is under no obligation to return the deposit until the Unit is fully vacated and keys returned.

Owner may deduct from the deposit amounts for:

a. Unpaid rent and other sums owing to Owner;

b. Costs and expenses required to repair damage to the Unit, provided damage shall not include:

1. Damage existing at the commencement of occupancy by Tenant which existing damage is listed in the attached Unit Inspection Sheet which has been signed by the Tenant and dated on or before the commencement of occupancy.

2. Damage from the result of normal wear and tear. Normal wear and tear means the deterioration which occurs, based upon the reasonable use for which the Unit is intended, without negligence, carelessness, or abuse of the Unit or equipment by Tenant or Tenant's invitees or guests.

c. Unpaid utility or other charges which Tenant was required to pay directly to Owner or to a utility. Tenant shall obtain a final billing for the utility supplier as of the date of vacating the Unit and if Tenant fails to obtain such billing, Owner is authorized to obtain such billing.

d. Costs and expenses required to remove and store from the Unit or property anything left by Tenant.

e. Costs and expenses required to wash, clean and tidy the Unit. Tenant specifically agrees that Owner may charge for such costs and expenses if Tenant fails to:

1. Place all debris, rubbish and discards in proper rubbish container(s);

2. Replace all burned-out light bulbs.

f. Costs of re-renting the Unit, including a \$250.00 re-rental fee and all advertising costs, if:

1. The full term of the Lease has not expired.

g. Costs of all keys not returned. Thirty dollars (\$30.00) shall be charged for each key lost or not returned.

* Some leases may vary