**Security Deposit Checklist\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  1. Pull file on property

[ ]  2. Check move in date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  3. Check move out date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  4. Rent Owed $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  5. Check security deposit on the agreement w/trust book $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  6. Pull resident owe file for outstanding balances $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  7. Pull late fee file for outstanding balances $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  8. Call utility companies to confirm 0 balances

 Acct#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Water $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Acct#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trash $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  9. Locksmith and/or remotes owed $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  10. Check if attorney fees owed $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  11. Breaking lease:

-Check if lawn service $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Advertising owed $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Lease Up Fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  12. If in property less than 6 months, charge rent up fee $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  13. If property in HOA, confirm gate keys, passes,

 turned in $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  14. See Rehab estimate for resident charges

[ ]  15. Close out?? If so, retain $5,000 and deduct late fees due if owed to

 Company (50% + posting fee)

[ ]  16. Turn into management for approval

[ ]  17. Send copy of breakdown to resident with cover memo

[ ]  18. Send copy of security deposit to owner with cover memo

[ ]  19. Update security deposit ledger

[ ]  20. If resident has balance owing, tickler for 10 days for payment arrangements made by resident

[ ]  21. No response from resident on balance owed, sent urgent gram & tickler for 10 days

[ ]  22. No response from resident on urgent gram, pull social security info and turn in to management to report on credit