**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