

**GUIDELINES FOR RECEIVING A
FULL SECURITY DEPOSIT REFUND FROM
JACOBS REALTY, INC.
PROPERTY MANAGEMENT**

We know that everyone wants to receive a FULL security deposit refund at the end of their lease, so we have compiled some very helpful information to aid our residents in achieving this goal. Nothing brings us more joy than to be able to issue a refund check for the full amount of the security deposit, so if you have any questions about the following information you may contact our office at 573-449-2558 and we will be more than happy to assist you in any way we can!

Quick reference charges are listed with a detailed description of each charge following. All of the below costs are **estimates** and are subject to change without notification.

- 1) Cleaning: \$0.00 - \$300.00
- 2) Painting/Wall Repair: \$0.00 - \$3500.00
 - A. Paint: \$0.00-\$35.00 per gallon
- 3) Carpet cleaning: \$0.00 - \$300.00
- 4) Drip pans: \$0.00 - \$30.00 each
- 5) Light bulbs: \$0.00 - \$1.50 each
- 6) Mini-Blinds: \$0.00 - \$15.00 each
- 7) Screens: \$0.00 - \$30.00 each
- 8) Wall plates: \$0.00 - \$4.00 each
- 9) Door Stops: \$0.00 - \$5.00 each
- 10)
 - A. Smoke Detectors: \$0.00 - \$25.00 each
 - B. Smoke Detector Batteries: \$0.00 - \$5.00 each
- 11) Toilet Seats: \$0.00 - \$25.00 each
- 12) Towel Bars/Towel Rings: \$0.00 - \$30.00 each
- 13)
 - A. Interior Door and Jamb: \$0.00 - \$200.00 each
 - B. Exterior Door and Jamb: \$0.00 - \$350.00 each
- 14) Spindles: \$0.00 - \$40.00 each
- 15) Refrigerator Bars/Clips: \$0.00-\$25.00 each
- 16) Refrigerator Drawer: \$0.00-\$50.00 each
- 17) Sink Stoppers: \$0.00-\$20.00 each
- 18) Shower Heads: \$0.00-\$35.00 each
- 19) Windows: \$0.00-\$200.00 each
- 20) Drawers/Cabinet Doors: \$0.00-\$75.00 each
- 21) Cobweb Removal: \$0.00-\$30.00
- 22) Lock Replacement: \$0.00-\$200.00
- 23) Key Replacement: \$0.00-\$25.00 each
- 24) Garage Door Opener Replacement: \$0.00-\$60.00 each
- 25) Holdover Tenant Fee: \$0.00-\$25.00 per hour
- 26) Power Wash Garage/Driveway: \$0.00-\$100.00
- 27) Light Globes: \$0.00 - \$30.00 each
- 28) Trash Removal: \$0.00-\$300.00
- 29) Carpet: \$0.00 - \$15.00 per yard
- 30) Pad: \$0.00 - \$6.00 per yard
- 31) Carpet and Pad installation: \$0.00 - \$5.00 per yard
- 32) Vertical blinds: \$0.00-\$50.00
- 33) Ceiling fans: \$0.00-100.00

1. **Cleaning** – Enclosed you will find a detailed checklist to use as a guideline when cleaning your home.
2. **Painting** – We know that it is impossible to live somewhere for at least a year with out ever touching the walls. Therefore, we provide a normal wear and tear painting credit for each month that you have resided in your home. If you have more than a few minor scuffs or marks on only a couple of walls then you may want to consider either hiring someone to help you take care of any painting issues or perform the work yourself before you move out. We have to pay a high premium for painting services when walls, doors, and trim have excessive marks, holes, and/or damage. Under no circumstances should you use Magic Erasers or similar products on the walls. **Before performing any painting labor yourself you should know it could cost more to fix a bad paint job than to have it done right the first time.** BE SURE TO CONTACT OUR OFFICE TO FIND OUT WHAT COLOR AND BRAND OF PAINT TO USE!
3. **Carpet Cleaning** – Per the lease, you are required to have your carpets professionally cleaned by an approved van-mounted unit at the end of your lease. If you prefer to have us schedule the carpet cleaning after you have vacated the property the cost will be deducted from your security deposit with no up-charge or penalty. If you prefer to schedule the carpet cleaning prior to the checkout, you will need to be sure all items are removed from the home and the cleaning takes place no less than 6 hours before the checkout (in other words, don't have the carpets cleaned the morning of the checkout as they will still be wet during the checkout.) Xtreme Clean (573-268-5817) is our only approved carpet cleaner at this time. When you call to schedule the appointment for your carpet cleaning tell them that you rent from Jacobs Realty, Inc. Property Management. **Be sure to leave a copy of the paid receipt on the kitchen counter so we know the carpets have been cleaned by our approved company.** We reserve the right to re-clean ANY carpet that was not cleaned by Xtreme Clean. Do not waste your money on a rented machine or an unapproved company!
4. **Drip Pans** – We do not clean dirty drip pans. If the drip pans on your range are dirty or discolored they will be replaced. You are welcome to purchase new drip pans and install them yourself if the existing ones are dirty or discolored. If we have to do this for you there will be a minimum flat rate charge of **\$12.00 for each drip pan** we replace.
5. **Light Bulbs** – When you move out all interior and exterior light bulbs need to be working. Be sure to only use 40 or 60-watt light bulbs. Bathroom light fixtures should ONLY HAVE CLEAR VANITY LIGHT BULBS installed. Be sure to purchase the correct type of light bulb for each light fixture. If we have to replace any missing, burnt out, or incorrect light bulbs there will be a minimum flat rate charge of **\$1.50 for each light bulb** we replace.
6. **Mini-Blinds** – Be sure to remove and replace any broken or dirty mini-blinds. **If the mini-blinds are dirty when you move out we do NOT clean them, they will be replaced!** The best way to check this is to run your hand over the blinds, if there is any dust on your hand it is dirty! If we have to replace any dirty or broken mini-blinds there will be a minimum flat rate charge of **\$15.00 for each mini-blind** we replace.
7. **Screens** – There should be an intact screen on each window of your home. If during the course of your lease a screen has been damaged or removed you will need to replace it. If we have to replace any damaged or missing screens there will be a minimum flat rate charge of **\$30.00 for each screen** we replace.

8. **Wall Plates** – All light switch cover plates, cable outlet plates, and outlet cover plates need to be clean and intact when you move out. If any wall plates are cracked, broken, dirty, or missing they need to be cleaned or replaced. If we have to replace any dirty, damaged, or missing wall plates there will be a minimum flat rate charge of **\$4.00 for each wall plate** we replace.
9. **Door Stops** – Every door in your home that could potentially hit a wall when opened should have a door stop. When checking for proper operation of your doorstops be sure to look at the top hinge of the door as well as on the baseboard behind the door. A doorstop could be located in either place. If during the course of your lease any doorstops have been damaged or have been removed you will need to replace them. If we have to replace any damaged or missing doorstops there will be a minimum flat rate charge of **\$5.00 for each doorstop**.
10. **Smoke Detectors** – There are a minimum of two smoke detectors in each home. If any smoke detectors are broken or missing they need to be replaced. There will be a minimum flat rate charge of **\$25.00 for each smoke detector** we replace. If the smoke detector is in good working order, but the battery is either missing or not working there will be a minimum flat rate charge of **\$5.00 for each battery** we replace.
11. **Toilet Seats** – All toilet seats need to be clean and functioning properly. If we have to replace any discolored, stained, or broken toilet seats there will be a minimum flat rate charge of **\$25.00 for each toilet seat** we replace.
12. **Towel Bars** – Any bathroom towel bars or towel rings should be clean, undamaged and securely attached to the wall. There will be a minimum flat rate charge of **\$30.00 for each towel bar or towel ring** we replace.
13. **Doors** – If it is necessary for us to replace an interior door and/or jamb there will be a minimum charge of **\$200 for each interior door** replaced. If it is necessary for us to replace an exterior door and/or jamb there will be a minimum charge of **\$350 for each exterior door** replaced.
14. **Spindles** – If any spindles are damaged or missing there will be a minimum flat rate charge of **\$40.00 for each spindle** that is replaced.
15. **Refrigerator Bars/Clips** – If any refrigerator bars and/or clips are broken, bent, or missing there will be a minimum flat rate charge of **\$25.00 for each bar and/or clip** that is replaced.
16. **Refrigerator Drawer** – If either of the refrigerator drawers are broken there will be a minimum flat rate charge of **\$50.00 for each drawer** that is replaced.
17. **Sink Stoppers** – If any sink stoppers are missing or broken there will be a minimum flat rate charge of **\$20.00 for each sink stopper** that is broken or missing.
18. **Shower Heads** – If any showerheads are missing there will be a minimum flat rate charge of **\$35.00 for each showerhead** we replace.
19. **Windows** – If it is necessary for us to replace a window there will be a minimum charge of **\$200.00 for each window** we have to replace.
20. **Drawers/Cabinet Doors** – There will be a minimum flat rate charge of **\$75.00 for any drawers and/or cabinet doors** that need to be repaired or replaced.

21. **Cobweb Removal** – It is your responsibility to make sure that ALL the cobwebs are removed from the ceilings and walls of your home, even the high ones. If it is necessary for us to remove cobwebs from the property applicable charges will apply.
22. **Lock Replacement** – If all house keys are not returned there will be a minimum flat rate charge of **\$200.00 to replace all door locks.**
23. **Key Replacement** – If all house keys and mail box keys (if applicable) are not returned there will be a **\$25.00** charge for each missing key.
24. **Garage Door Opener Replacement** – If all garage door openers (if applicable) are not returned there will be a **\$60.00** charge for each missing remote.
25. **Holdover Tenant Fee** – All leases end at noon on their lease end date. If all residents are not completely moved out by that time a **\$25.00 per hour** hold over tenant fee will apply until the property has been vacated.
26. **Power wash garage/driveway** - If there are stains on the garage floor or on the driveway or patio and it is necessary for us to perform power washing, there will be a minimum charge of **\$50.00.**
27. **Globes** - If any light globes are missing or left uninstalled there will be a charge of **\$30.00** for each missing or uninstalled globe.
28. **Trash removal** –Any personal belongings or trash left in the property will be removed and disposed of at your expense. The cost for trash removal ranges between **\$5.00-\$300.00.** A minimum **\$50.00** charge will apply if any furniture is left in the property.
29. **Carpet replacement cost** – The cost to replace carpet due to heavy wear, uncleanable stains, pet damage, tears, or rips will be charged per yard of carpet replaced at a rate of up to **\$15.00** per yard.
30. **Pad replacement cost** – The cost to replace pad due to uncleanable stains, pet stains, tears, or rips will be charged per yard of pad replaced at a rate of up to **\$6.00** per yard.
31. **Carpet and Pad installation** – The cost to replace carpet due to heavy wear, uncleanable stains, pet stains, tears, or rips will be charged per yard of carpet replaced at a rate of up to **\$7.50** per yard.
32. **Vertical Blinds** – If the vertical blinds are either broken or dirty, there will be a minimum charge of **\$50.00** to replace them.
33. **Ceiling Fans** – If a ceiling has been damaged due to incorrect use, there will be a minimum charge of **\$100.00.**

By taking a little time before you move out to address some fairly simple issues you will greatly increase the amount of your security deposit refund. If you have any questions about whether or not to repair or replace something, or who to call for help with cleaning and/or painting, please let us know and we will be happy to provide you with our recommendations.

Thank you in advance for your attention to the condition of your home upon move out. If you have any further questions or comments please contact our office at 573-449-2558.