

SECURITY DEPOSIT POLICY

- A. Each family is required to pay a Security Deposit in the amount of:
- ⇒ \$100.00 if Tenant Rent is \$100.00 or less;
 - ⇒ if Tenant Rent is more than \$100.00, the security deposit will be equal to one (1) months rent.
- B. The Security Deposit is to cover any unpaid rent and the cost of property damage and/or abuse that is noted when the resident vacates his housing unit.
- C. Payments must be made prior to occupancy, unless other arrangements are made.
- D. The Security Deposit, along with an itemized list of any deductions, will be returned to the family within thirty (30) days after move-out if the following conditions are met:
1. The resident provides a written statement of the resident's forwarding address for the purpose of refunding the security deposit.
 2. There is no unpaid rent and charges for which the resident is liable under the Lease or as a result of breaching the Lease;
 3. The apartment and all equipment are left clean, and all trash and debris have been removed by the family; It is expected that the unit will be left basically in the same condition as when resident moved in. This includes, but is not limited to:
 - ⇒ Clean stove, including burners and oven.
 - ⇒ Clean refrigerator, including water and left-over foods.
 - ⇒ Wipe all kitchen cabinets and drawers, inside and out.
 - ⇒ Clean bathroom, tub and surroundings, commode, lavatory, medicine cabinet.
 - ⇒ Mop and wax all floors (behind refrigerator and in closets).
 - ⇒ Clean out all trash and coat hangers from closets.
 - ⇒ If woodwork or walls are dirty, they must be washed.
 - ⇒ Clean windows and window sills on inside.
 - ⇒ The shower curtain rod, light bulbs, smoke detectors and batteries belong to the Housing Authority. If resident removes them, or if the light bulbs or smoke detector batteries are burned out, inoperative or missing, resident will be charged the cost of replacements.
 - ⇒ There is no breakage or damage beyond the expected from normal wear and tear (see definition of normal wear and tear below); and
 - ⇒ All keys issued to the Family are turned in to the Authority office when the Family vacates the unit.

- E. The security deposit may not be used to pay charges during occupancy.

Management shall not return Resident's security deposit or give Resident a written description of damage and charges until Resident gives Management a written statement of Resident's forwarding address for the purpose of refunding the security deposit or until Resident comes to Management Office in person to collect the security deposit, if any, and/or written description of damages and charges.

NORMAL WEAR AND TEAR

When a resident has vacated an apartment, Normal Wear and Tear, will be considered as:

- No charge for repainting apartment if resident lived in apartment 3 years or more;
- Charge for all labor over 8 hours if resident lived in apartment more than 6 months;
- Charge for all labor if resident lived in apartment less than 6 months;
- Charge for all replacement parts that are clearly the fault of resident abuse.