



## CHECKLIST FOR VACATING YOUR UNIT

Your security deposit is refundable depending on the condition of the unit upon vacating. The terms of your *Residential Lease Agreement* need to be fulfilled. Deductions from security deposit will be made for time and materials only, which maybe necessary to clean and/or repair the unit for occupancy. We encourage you to spend time cleaning your unit before leaving and to consult with The Becker Group if you have any questions and/or problems. Please provide The Becker Group with your new forwarding address, so that we may return your security deposit without delays.

Your cleaning should cover the following:

- All windows to be cleaned inside and outside, screens brushed clean (except windows that cannot be reached from the outside).
- Any torn and/or broken screens must be replaced.
- Drapery rod hardware dusted, drapes cleaned, and/or mini blinds cleaned.
- Clean tracks of sliding doors and windows.
- Porch/patio and/or balcony cleaned.
- Front door, inside and outside cleaned.
- Back door, inside and outside cleaned.
- Clean any/all hard surfaced floors throughout the unit.
- Vacuum and clean/shampoo all carpets. Cleaning of carpets must be done by a truck-mounted carpet cleaning service, and provide a copy of the cleaning bill to The Becker Group, Inc..
- If a refrigerator is supplied, defrost, empty water, clean inside and outside, bottom grill, drip pan.
- Stove/Oven – clean completely inside and out [under burners, drip pans, etc.] Stove hood top and underneath. Light and grease shield and wall behind stove.
- If a dishwasher is supplied, clean front and interior.
- All bath fixtures, ceramic tile, faucets, medicine cabinets, etc.
- All light fixtures throughout the unit, porch/patio/balcony too.
- Baseboards around rooms and trim over doors throughout the unit.
- Remove handprints on floors and woodwork throughout the unit.
- Clean inside surfaces of all cupboards/closets/cabinets.
- Empty unit and cupboards/closets/cabinets of all debris, hangers, etc.
- The unit should be completely empty and clean upon your final departure.

### IMPORTANT NOT TO FORGET

- Notify the U.S. Post Office, utility companies, telephone companies and any other services you have used, of your departure and arrange to pay and/or forward all your final bills.
- Resident is deemed to be in possession of the premise until the keys are surrendered to an agent of The Becker Group, Inc.
- AVOID DELAYS - make sure that we have your correct **forwarding address**. A check for your deposit refund will be mailed to you within three (3) weeks after you have vacated the premise, unless you've made other arrangements with us.

We thank you for your cooperation, and wish you well in your new residence!

### THE BECKER GROUP, INC.

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