

Please fill the form for each person

# MOVE-OUT Deposit Refund Summary

Building #: 1247	Apartment #: 414	Name: Tracy Chen
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Lease term: 2023-2024 or Subleased out/Subleased in (which month/year):

Returned Items:	# Keys: 3	# Scanner: 1	# Remote:
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MissKey deduction: \$ Note: 3 keys for \$40, 1 scanner for \$30

**Damages and deductions:**

Damaged wall painting fee	\$ 100	If stains on the wall, there will be charges
(Deep) Cleaning fee	\$ 100	If not hire a professional company to perform the cleaning, there will be charges for deep cleaning
Wood floor damage		
Master bedroom	\$ 300 to 1000 up.	per room
Guest bedroom 1 or 2	\$	If there are scratches on the wood floor, there will be charges depending on the condition
Living room	\$	
Dining area	\$	
Other damages:	\$	Eg: one hook is \$40, broken of drawers or other damages, please contact Laura for estimation

Original deposit: \$ 700 Note: here is your portion of deposit

Credit on file: \$ Note: please fill only if you have extra rent that has not been used

Deductions in total (keep on file): \$

Deposit refund check amout: \$

1. Send to Forwarding ADDRESS (IN CAPS):

Address, or see attached authorization letter if you would like a friend to help you collect the deposit

2. Pick Up at Office	Yes/	No
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**We agree to all above deductions and deposit refund, signed by**

Print name: Tracy Chen	Signature:	Date: 12/29/2023
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**Original Tenants:**


If multiple subleases were done in one lease period, please have all the new, staying, moving-out tenants to sign on this form

**New Tenants:**
