



If you have questions email: [www.toltekservices.com](http://www.toltekservices.com)  
[info@toltekservices.com](mailto:info@toltekservices.com)

The following information was taken from the American Bar Association Family Legal Guide.

### **What is a security deposit?**

It is money to protect the landlord in case the tenant damages the property or fails to pay rent. Usually, the tenant pays the security deposit before moving in. The landlord may ask for any amount, but some local laws restrict the deposit to the equivalent of one or two months' rent.

### **Get Your Security Deposit Back**

#### **Don't let your landlord stiff you -- know the law.**

Most states hold landlords to strict guidelines as to when and how to return security deposits. Landlords who violate these laws can be held to stiff penalties.

**Wear and Tear:** The general rule is that you are not responsible for normal wear and tear. For example, if the dishwasher must be replaced because it has simply worn out, that's the landlord's responsibility.

If you or your guest cause damage by your unreasonable carelessness or deliberate misuse, however, you must pay for it. The cost of replacing the dining room carpet because your fish tank sprang a leak will properly come out of the deposit. You must leave a rental at least as clean as it was when you moved in.

Because "normal wear and tear" can be interpreted many different ways, disputes often arise. The bottom line is that the better you itemize and document the condition of your unit when you move in, the better case you'll have against a landlord who tries to gouge you on the way out.

**Deadlines:** Landlords are typically required to return security deposits within 14 to 30 days after you move out.

The landlord must send, to your last known address, either:

- Your entire deposit (plus interest, in some states and in some cities), or
- A written, itemized statement describing how the deposit was applied to back rent, cleaning, or repairs, plus the remainder of the deposit.

**Small Claims Court:** If your landlord fails to return your deposit when and how required, you can sue the landlord in small claims court. If the landlord has intentionally and flagrantly violated the law, in some states, you can recover two or three times the amount of the deposit, plus attorneys' fees and other damages.

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### **Instructions For Using The Form**

The attached form is used to identify the condition of the rental property at the beginning of your lease. When used properly, you can avoid complications at the end of a lease. Once the form is completed, you should sign it and have your new landlord sign and date it as well. It is always a good idea to take pictures of problems such as nail (or larger) holes in walls, spots and stains on flooring, and anything you have determined as being a potential problem at the end of your lease.

Many of our customers take pictures of the stove top, drip pans, and oven as these are often listed by landlords as needing cleaned or replaced. Replacing drip pans alone in some stovetop models can cost nearly \$100.

The form should be used to document problems only, if nothing is noted, it is assumed that you accept the quality and operability. If a faucet drips, make an annotation, if a closet door is off the track or does not close properly make an annotation. If light bulbs are burned out, make an annotation. Be very detailed in your inspection and you will find that spending an hour now may save you hundreds of dollars at the end of your lease.

Once the inspection form is completed, sign it and take it to your landlord and ask her/him to sign it as well. You keep the original and make a copy for your landlord. Keep this document and your pictures documenting the issues in a safe place for use at the end of your lease.



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## Pre-Rental Inspection Checklist

<b>Address:</b>	<b>Unit #:</b>	<b>Date:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

### Living Room

Item	Specific Location	Arrival Condition	Departure Condition
Walls & Ceiling			
Floor Covering			
Windows (open/close/lock)			
Window Treatments			
Doors and Locks			
Light Fixtures			
Lamp(s)			
Furniture			
Baseboards/Molding			
Electrical Covers			
Other			

### Dining Room

Item	Specific Location	Arrival Condition	Departure Condition
Walls & Ceiling			
Floor Covering			
Windows (open/close/lock)			
Window Treatments			
Doors and Locks			
Light Fixtures			
Lamp(s)			
Furniture			

*Take the time needed to do a thorough inspection. Ask if you have questions*



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Baseboards/Molding			
Electrical Covers			
Other			

**Kitchen**

Item	Specific Location	Arrival Condition	Departure Condition
Appliances			
Stove/Oven			
Drip Pans			
Broiler Pans			
Burners			
Range Hood			
Doors			
Light Fixtures			
Cabinets/Drawers			
Counter Surfaces			
Sink (check for chips/cracks/stains)			
Garbage Disposal			
Faucet			
Water (hot/cold/pressure)			
Microwave Oven			
Dishwasher			
Refrigerator			
Furniture			
Electrical Covers			

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**Bathroom(s) Create Additional Sheets If Needed**

Item	Specific Location	Arrival Condition	Departure Condition
Walls & Ceilings			
Floor Covering			
Windows (open/close/lock)			
Curtains/Blinds			
Doors and Locks			
Light Fixtures			
Cabinets/Drawers			
Counter Tops			
Sink and Drain			
Faucet			
Toilet			
Toilet Paper Holder			
Bath/Shower			
Faucet operation			
Shower head			
Towel Racks/Bars/Loops			
Mirrors			
Medicine Cabinet			
Water (hot/cold/pressure)			
Closet/Linen Storage (doors/tracks)			
Electrical Covers			
Molding & Baseboards			

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**Bedroom(s) Create Additional Sheets If Needed**

Item	Specific Location	Arrival Condition	Departure Condition
Walls and Ceiling			
Floor Covering			
Windows (open/close/lock)			
Curtains/Blinds			
Doors and Locks			
Light Fixture			
Closets (doors/tracks)			
Shelves			
Molding & Baseboards			
Furniture			
Mirror			
Electrical Covers			
Other			

**Garage/Carport**

Item	Specific Location	Arrival Condition	Departure Condition
Walls & Ceiling			
Floor Covering			
Windows (open/close/lock)			
Doors & Locks			
Light Fixtures			
Cabinet(s) (doors/tracks)			
Shelves			
Molding & Baseboards			
Electrical Covers			
Driveway (stains, cracks)			
External Doors & Locks			

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Overhead Door Operation			
Outside Lights			

**Heating/Cooling System(s)**

Item	Specific Location	Arrival Condition	Departure Condition
Operation of Thermostat			
Condition of Filters			
Air Vent Grills (all rooms)			
Radiator Signs of Leakage (rust, wood rot, etc.)			

**Safety Items**

Item	Specific Location	Arrival Condition	Departure Condition
Smoke Detector(s)			
Fire Extinguisher(s)			

**Other Areas**

Item	Specific Location	Arrival Condition	Departure Condition
Walls & Ceiling			
Floor Covering			
Windows (open/close/lock)			
Curtains/Blinds			
Doors & Locks			
Light Fixtures			
Closets (doors/tracks)			
Shelves			
Molding & Baseboards			
Furniture (specify)			
Doorbell/Knocker/Intercom			
Yard			
Patio			

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Deck			
Mailbox (Check Lock)			
External Doors& Locks			
Outside Lights			
Outside Water Faucets			
Fence & Gates			
Equipment (Mowers, Grills, etc.)			

**Additional Comments:**

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Date Move-in Inspection \_\_\_\_\_ Date Move-Out Inspection \_\_\_\_\_  
 Tenant's Signature \_\_\_\_\_ Tenant's Signature \_\_\_\_\_  
 Landlord's Signature \_\_\_\_\_ Landlord's Signature \_\_\_\_\_

*Take the time needed to do a thorough inspection. Ask if you have questions*