

Dear Tenant(s),

Castle Keepers, Inc. Cleaning Guidelines and Checklist are enclosed to assist in your preparation for move-out. **Instructions for Security Deposit Refund** are also enclosed. Please return the form when you turn in your keys. Our office is located at 1110 California Blvd., Suite "C", San Luis Obispo. We have a silver mail drop box next to our office front door for keys and paperwork to be turned in after business hours.

Castle Keepers, Inc. will provide Tenant(s) with an itemized statement of any security deposit deductions. The refund of any security deposit due and/or an itemized statement of security deposit deductions will be mailed no later than 21 days from the date of your move out.