

Dear Tenant(s),

Castle Keepers, Inc. Cleaning Guidelines and Checklist are enclosed to assist in your preparation for move-out. Please return this form when you turn in your keys. Our office is located at 1045 Mill Street, San Luis Obispo. We have a silver mail drop box near 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.

Instructions for Security Deposit Refund

Property _____

Tenants _____

Please make the security deposit refund check out to the following

person/people only: _____

The refund should be mailed to the following address(s): _____

You can contact _____ at the following phone number
with questions regarding the refund: _____

We understand that all the tenants on the rental agreement/lease must sign this statement or one check will be issued made payable to all the tenants.

Tenant date Tenant date

Tenant date Tenant date

We require that all keys and cleaning receipts be turned into our office on the last day of your tenancy. Castle Keepers, Inc. has 21 days from the date of your move out (completely vacant/all keys & cleaning receipts turned in) to mail any security deposit due and/or provide an itemized statement of security deposit deductions.