

Security deposit checklist

- _____ documentation/photos/pictures of move-in condition of premises
- _____ current on all rent and other fees/costs/invoices from landlord
- _____ copies of cancelled checks/receipts for rent payments and other invoices
- _____ sent notice of forwarding address to landlord via certified mail
- _____ provided notice of non-renewal of lease via certified mail, if necessary
- _____ provided notice to vacate via certified mail
- _____ hire cleaning company and kept receipt
- _____ if cleaned by tenant, kept receipts for cleaning materials
- _____ removed all belongings from premises
- _____ videotape premises after move-out
- _____ returned all keys to the premises
- _____ conducted a final walkthrough with landlord or landlord's agent(s)
- _____ conducted walkthrough with two witnesses as to condition of premises
- _____ did not attempt to use security deposit for last month's rent or other obligations
- _____ kept copy of lease in safe place and reviewed lease
- _____ kept copies of all correspondence to and from landlord
- _____ kept copies of all documents related to the tenancy
- _____ kept written log of conversations with landlord regarding premises, security deposit or other matters related to the tenancy