

Custer Office Park

3400 Silverstone Dr, Ste 112 Plano TX 75023 Tel 972-769-0059 Email: custer@metrom.com

Vacating Policy / Security Deposit Deductions

How to leave Suite:

- You must vacate your space on or before the lease expiration date noted above.
- The Suite must be returned in the same condition it was received less reasonable wear
- Please ensure the Suite is left completely empty and all trash removed.

Keys & Final Walkthrough:

- Please turn all Suite, and building keys into the Management Office and arrange for a final walkthrough with the Property Manager.
- If keys are not returned a \$50.00 charge will be deducted from the security deposit to cover rekeying costs.

Security Deposit:

- Within 30 days following the Lease Expiration Date the Property Manager will do a Security Deposit Reconciliation.
- The refundable deposit (after any applicable deductions) will be mailed to your new address.

List of the most common Security Deductions so that preventative measures may be taken on your part:

- Remove all glass signage. Interior decals, tape, labels, and tacks, shelving or hanging files.
- Repair (patch) any damage to the walls (other than picture hanging nails), including damage to common areas
- Repair any broken electrical sockets, phone jacks, including the cover plates.
- Repaint or touch-up suite (if condition is not consistent with normal wear and tear).
- Repair any carpet or cove base rips, tears, or damage (other than normal wear). Shampoo carpet for stains.
- Repair or replace bent or damaged slats, wands, strings, or pull knobs. All should be in good working order.
- Replace any broken or damaged ceiling tiles and or light lenses.
- Ensure all fixtures (e.g., sinks, dishwashers) are clean and in good working order.
- Ensure all cabinets are empty, clean, and in good working order.
- All built-ins, on-loan furniture and Tenant Improvements must be left in good condition.

Change of Address:

- Ensure that you provide a valid forwarding address so that Landlord may mail any refundable Security Deposit.
- Please remember to complete a 'Change of Address' request form with the Post Office.
Any mail received after your Lease Expiration date will be returned to sender.

Last Month's Rent Payment:

- The Landlord does not permit the Security Deposit to be applied to the last month rent.
- To enforce this policy we require the final rent payment and any past due rent or related fees be received in the Management Office by the first and not later than the fifth of the final month.
- Failure to adhere to this requirement will result in a suite lockout on the next workday following the fifth (5th).
- Such lockout will remain in force until all rent plus related fees are paid in full by Money Order or Certified Check.
- **Regular checks cannot be accepted for lockouts.**

This is to confirm that I have received, understand and agree to these policies:

Suite Number: _____ Tenant Name: _____

Date Manager Delivered this Security Deduction List: _____

Tenant Initials: _____ Date Tenant Agreed: _____

Disclaimer: Nothing in "Security-Deposit-Deductions-List" modifies or changes any of the terms stated in "Lease-Agreement". You are advised to read "Lease Agreement" in its entirety and not rely solely on this "Security-Deposit-Deductions-List".