



Dear Resident(s):

We would like to take this opportunity to thank you for your past residency at Turnberry Place Apartments. We are disappointed to lose you as a resident, but wish you good luck in the future.

Moving time is always busy, and you have a lot on your mind. One of those things, no doubt, is getting your damage deposit back. Please follow these instructions to optimize your deposit refund and to avoid any misunderstandings regarding your refund. You will be billed for all excessive cleaning charges and damages beyond normal wear and tear that exceed the deposit. You may contact the office at (225) 757-1660 with any questions.

1. With proper written notice given, 30 days or more, you have the option to prepay a minimal cleaning fee of \$65.00 for a 1 bedroom or \$90.00 for a 2 bedroom. You may also prepay a carpet cleaning fee of \$125.00. This covers general minimal cleaning of the apartment home and professional carpet cleaning. You also have the option of cleaning the apartment home yourself and leaving in clean, move-in condition and/or submitting proof of professional carpet cleaning (receipt required; carpet shampooers, Rug Doctors, etc. are not accepted). If the fees are not paid and the premises are not left entirely clean, residents will be charged a minimum of \$90.00 for a 1 bedroom, \$115.00 for a 2 bedroom, and \$150.00 for carpet cleaning. This will be deducted from the damage deposit (if eligible) and any remaining amount will be refunded via mail 30 days from your lease ending date. **Please be sure to provide a forwarding address for this purpose.**
2. In the case of forfeiture of your deposit (due to termination, late notice, etc.), your apartment home must still be left in clean condition with professionally cleaned carpet or the option to prepay the applicable fees as outlined above.
3. All debris, rubbish, and discards must be removed and placed in proper trash containers, not on the side of the dumpster. **DO NOT PLACE FURNITURE, MATTRESSES OR APPLIANCES IN OR BY THE DUMPSTERS! Charges will incur.** The dumpsters will not be emptied by waste management and our maintenance staff must try to get it out.
4. **DO NOT** spackle or patch any nail or screw holes in the walls. Any additional charges for excessive damage from our paint crew for repairing pre-patched holes will be reverted to you, the resident.

5. Leave all items that were provided for your convenience in place and in your apartment, this includes blinds, light bulbs, and smoke alarm batteries.
6. Leave the electricity on and in your name (and the refrigerator on at all times) until the day your keys are turned in to our office. You must contact Entergy to provide a forwarding address for your final bill and to have the electricity transferred over to us.
7. Turn in any cable box and/or Internet modem to Cox Communications or the appropriate service provider. We are not responsible for lost/damaged equipment left behind after move out.
8. Please visit www.USPS.com to fill out a change of address for your future home. You are responsible for contacting the U.S. Postal Service to forward your mail. Any mail or packages received after you have moved out will be returned to the sender. On the website there is a section where you can choose the date to begin forwarding your mail. The U.S. Postal Service charges \$1 to change your address online.
9. Vendors will be scheduled to begin working in your apartment as early as 7:00 am on the **May 1st** following your move out date. **All keys, including mailbox and gate devices MUST BE RETURNED by the last day of the month!** This applies even if the 1st of the month is a weekend day! **If turned in after the last day of the month, you may be subject to additional charges.**

Do not turn in keys until you are ready to turn the apartment over to management.

Damage deposits will be refunded by a check. This check will be mailed to the forwarding address given, 30 days after the last day of your lease.

Thank you again for choosing to lease with us at Turnberry Place! We have enjoyed serving you, and hope that you will recommend our apartment community to your friends, family and colleagues.

Good luck in your new home!

Turnberry Place
Management

CLEANING CHECKLIST

PLEASE FOLLOW TO AVOID CHARGES

KITCHEN

- ☐ Countertops & sink wiped down and cleaned
- ☐ Stovetop & drip pans cleaned and free of debris (lift the stove top and clean)
- ☐ Oven emptied and cleaned
- ☐ Refrigerator and freezer emptied, cleaned, and free of odors
- ☐ Cabinets & drawers emptied out and cleaned
- ☐ Dishwasher emptied, wiped down, and operable
- ☐ Floor mopped and free of dirt and scuff marks

BATHROOM(S)

- ☐ Countertops & sink wiped down and cleaned
- ☐ Mirror wiped down and clean
- ☐ Shower/tub wiped down and cleaned (all stains and soap marks removed)
- ☐ Toilet wiped down and cleaned
- ☐ Cabinets & drawer cleaned and emptied out
- ☐ Floor mopped and free of dirt and scuff marks

LAUNDRY ROOM

- ☐ Wipe down appliances
- ☐ Sweep behind appliances
- ☐ Walls and floor cleaned of lint and dust

ENTRYWAY/PATIO/BALCONY

- ☐ Entryway swept and mopped
- ☐ Patio/balcony area swept off
- ☐ Utility closet empty of personal belongings

ENTIRE APARTMENT

- ☐ Blinds & windows cleaned and operable
- ☐ Baseboards cleaned and free of dirt and debris
- ☐ Walls cleaned and free of dirt
- ☐ Smoke detectors attached, operable
- ☐ Carpet vacuumed
- ☐ All belongings, personal items, litter, and trash removed

*Note: payment of the cleaning fees does not cover the entire above described list. It covers minimal cleaning of the apartment home.