

INSTRUCTIONS FOR RETURN OF DAMAGE DEPOSITS.

1. When a tenant gives notice to vacate a suite, fax Cathy a note indicating the tenant's name and suite number.
2. Approximately 1 week prior to the move out date, Cathy will mail you a cheque with the tenant's name and our signatures already on it.
3. After the move out inspection is completed, you should fill in the form titled: **Damage Deposit Return Statement**.
4. Fill in all the blanks as required. Indicate the amount of the damage deposit we hold., and then fill in the charges for any damages or deductions that you recommend. Follow the rates outlined in our form: **Schedule of cleaning and maintenance rates**.
5. **Make whatever deductions you see necessary and that you can explain on the form.**
6. **Fill in the cheque with the balance amount and complete the spaces required** . Fill in the amount, the date and any memo you want. You may issue the cheque immediately or mail it to the tenant.
7. Make a copy of the report and cheque for your records. You should also fax us the copy of the signed form for Cathy to enter into our computer and accounting software.
8. **This should reduce or eliminate any delay in having damage deposits returned late, because of our hectic schedules. Besides you'll be able to ensure that the Tenant gets back only what's owing on the damage deposit amount.**
9. If you have questions or difficult conditions while filling in the form: call me. Thank you for your doing this.

- Denzal Lobo -

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