

**SECURITY DEPOSIT POLICY**  
**Security Deposit \$ \_\_\_\_\_**

This Security Deposit Agreement shall govern refunds of all deposit(s), including deposits for any and all purposes, and shall apply to renewals and/or extensions of the Lease Contract. The deposit(s) will be refunded only after each and all of the following conditions have been met and after appropriate deductions, if any, have been made:

**CONDITIONS OF REFUND**

1. At least 30 days written notice of intent to vacate must be given to Bastrop Housing Authority's representative prior to the ending date of the lease term, renewal period, or extension period.
2. The full term of the Lease Contract (or any renewal or extension periods) have ended.
3. At the time of move-out, all rents must be paid in full through the thirty (30) day notice period prior to such move-out. Lessee agrees that his portion of the full monthly rent will be paid on or before the date due for each month including the last month of occupancy.
4. Lessee may stay beyond the ending date of the lease term on a month-to-month basis by obtaining Housing Authority approval.
5. A written copy of Lessee's forwarding address or addresses must be left with Bastrop Housing Authority's representative.
6. The premises, including kitchen appliances, must be cleaned thoroughly. Move-out cleaning instructions (if provided) shall be followed. You must clean: blinds, commode, tub, lavatory, windows, storage areas, hot water and air conditioner closets, outside and entrances. The refrigerator must be defrosted and the door must be left open. The oven must be free of all grease (burners and broiler as well). Mop and wax floors.

**DEDUCTIONS FROM SECURITY DEPOSIT**

7. If Lessee fails to clean in accordance with the above paragraph, reasonable charges to complete such cleaning shall be deducted from the Lessee's security deposit but in no event shall such charges be deducted for cleaning due to reasonable wear and tear.
8. After inspection by Bastrop Housing Authority's representative, appropriate charges will be deducted from any, including damages or repairs to the premises or its contents (beyond reasonable wear and tear).

**PROCEDURES**

9. When Lessee moves out, Bastrop Housing Authority's representative will inspect the lease premises the date of vacating during normal business hours, using the Dwelling Unit Inspection Report. Lessee may be present during this inspection.
10. After all of the above conditions have been complied with by the Lessee and lawful deductions have been made, the balance of the Security Deposit will be mailed to the Lessee's forwarding address, along with an itemized accounting of any deductions no later than 30 days after move-out.

11. If lawful charges, deductions, damages, and other unpaid sums due under the rental contract exceed the total amount of the deposit, Bastrop Housing Authority may claim reimbursement from Lessee.

12. The Lessee is aware that no interest will be figured on the Security Deposit.

[ ] The Security Deposit, in the amount of \$ \_\_\_\_\_, was paid in full on \_\_\_\_\_.  
[ ] Partial payment of the Security Deposit, \$ \_\_\_\_\_, received on \_\_\_\_\_

with the balance due and payable in three monthly payments of \$ \_\_\_\_\_ beginning on \_\_\_\_\_.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Housing Representative

\_\_\_\_\_  
Date

*Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*

Exhibit 7  
**Public Housing**  
**SECURITY DEPOSIT POLICY**

- A. Each family is required to pay a Security Deposit in the amount of
1. 1 Bedroom - \$375 (with an option to pay \$100 down and \$25 for next 11 months)
  2. 2 Bedroom - \$450 (with an option to pay \$120 down and \$30 for next 11 months)
  3. 3 Bedroom - \$525 (with an option to pay \$140 down and \$35 for next 11 months)
- B. The Security Deposit must be paid in full prior to the first anniversary date of move-in or lease may not be renewed.
- C. The Security Deposit is to cover the cost of property damage and/or abuse that is noted when the family vacates the unit.
- D. Payments of Security Deposit must be made prior to occupancy, unless other arrangements are made.
- E. The Security Deposit, along with an itemized list of any deductions, will be returned to the family within thirty (30) days after move-out if the following conditions are met:
1. The family provides a written Notice of Intent to Vacate in accordance with the Lease Agreement.
  2. Family provides a written statement of its forwarding address for the purpose of refunding the Security Deposit.
  2. There are no unpaid rent and charges for which the family is liable under the Lease.
  3. The unit and equipment are left clean and all trash and debris have been removed by the family.
  4. There is no breakage or damage beyond that expected from normal wear and tear.
  5. All keys issued to the family are turned in to the Authority office when the family vacates the unit.
- F. The Security Deposit may not be used to pay charges during occupancy (including the final month's rent).

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