



11/07/2017

Re: Final Accounting and Security Deposit Statement

Dear

Enclosed please find an itemized list of charges. Based on these charges, you have a balance due of \$5,070.20.

**Credits**

Security Deposit	\$1,895.00
Prepayment	\$400.40
<b>Total Credits</b>	<b>\$2,295.40</b>

**Charges**

Move-Out Cleaning	\$915.00
Move-Out Maintenance Carpet Replacement	\$990.57
Move-Out Maintenance	\$5,009.03
Notice of Restitution	\$56.00
Summons, Complaint	\$119.00
Prevailing Party Fee	\$85.00
Writ of Execution/ Sheriff Lockout	\$191.00
<b>Total Charges</b>	<b>\$7,365.60</b>

**Amount Due** \$5,070.20

Please remit the balance due within 10 days from the date of this letter. If you have any questions regarding the charges or balance due, please contact us at

Regards,



# INVOICE

**BILL TO**

**INVOICE # 3093**  
**DATE 10/31/2017**  
**DUE DATE 10/31/2017**  
**TERMS Due on receipt**

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ACTIVITY	QTY	RATE	AMOUNT
Deep Clean ( w/o 9374-1)	30.50	30.00	915.00

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Please mail payment to:

**BALANCE DUE**

**\$915.00**

EXAMPLE

WIC 9374-1

Date of Service:  
Job/Property Address:

Work Order #  
Start Time:  
End Time:

**Entry**

- o Front porch /Back porch
- 48 Cobwebs
- 48 Light fixtures/Ceiling Fan
- 48 Entry door & frame (including glass)
- 48 Closet doors and shelving
- 48 Back entry door cleaned & window
- 48 Blinds Hours: 20 min
- 48 Walls/Doors/Baseboards
- 48 All switch plates and 110v outlet covers
- 48 Flooring

- 48 Walls/Doors/Baseboards
- 48 All switch plates and 110v outlet covers
- 48 Flooring

**Bedroom**

- 48 Cobwebs
- 48 Light fixtures/Ceiling Fan
- 48 Closet Doors/Shelving
- 48 Interior Window/Tracks
- 48 Blinds Hours: 2 hours
- 48 Walls/Doors/Baseboards
- 48 All switches and 110v outlet covers
- 48 Flooring

**Laundry Room**

- 48 Cobwebs
- 48 Door (exterior/inside)
- 48 Light fixtures/Ceiling Fan
- o Closet Doors/Shelving
- o Cabinets/Counter Tops
- o Interior Windows/Tracks
- o Blinds Hours:
- 48 Walls/Doors/Baseboards
- 48 All switch plates and 110v outlet covers
- o Washer/Dryer
- 48 Flooring

**Bathroom**

- 48 Cobwebs
- 48 Light fixtures/fan
- 48 Mirrors
- 48 Vanity/Cabinets (inside/outside)
- 48 Toilets/Shower/Tub
- 48 Walls/Doors/Baseboards
- 48 All switch plates and 110v outlet covers
- 48 Flooring

**Garage/Exterior**

- 48 Cobwebs
- 48 Flooring
- 48 Workbenches

**Kitchen**

- 48 Refrigerator (inside/out/shelves)
- 48 Refrigerator under
- 48 Oven inside, move and under or oven drawer, hood
- 48 Stove Top burner pans, knobs
- 48 Microwave (inside/outside)
- 48 Sinks
- 48 Dishwasher (inside/outside, sides)
- 48 Interior Windows/Tracks
- 48 Blinds Hours: 20 min slider door
- 48 Counter tops/Cabinets, drawers (inside/outside)
- 48 Light fixtures
- 48 Walls/Doors/Baseboards
- 48 Pantry/Shelving/Floor
- 48 Flooring

**Dining Room**

- 48 Cobwebs
- 48 Light fixtures/Ceiling Fan
- 48 Closet doors/Shelving
- 48 Interior windows/Tracks
- 48 Blinds Hours: 30 min
- 48 Walls/Doors/Baseboards
- 48 All switch plates and 110v outlet covers
- 48 Flooring

**Living Room / Hallways**

- 48 Cobwebs
- 48 Light fixtures/Ceiling Fan
- 48 Closet Doors/Shelving
- 48 Interior Windows/Tracks
- 48 Blinds Hours: 20 min

**Notes and Comments:**

- floors were bad, had to scrub with green scrubbers before  
- fridge inside was very messy & dirty with food stuck on shelves

W/0 9374-1

Very Dirty, floors had Sap all over them had to razor Sap, Paint, & Food off floors. floors needed scrubbed.

Window tracks were very dirty, bathrooms were filthy had to scrub floors and walls, baseboards were dirty.

Garage had a pile of rug swept around it smelled of cat urine in garage. House was a very large

Job very dirty. looked great when done.

# Invoice

Date	Invoice #
10/20/2017	040769

Bill To

P.O. No.	Terms	Project
9373-1	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Curr %	Total %	Amount
Carpet Pad Installation	Carpet In Stock fascination	1,098.36			1,220.4	100.00%	100.00%	1,098.36
	# 7 Pound Pad	366.12			1,220.4	100.00%	100.00%	366.12
	Carpet Installation	744.44			1,220.4	100.00%	100.00%	744.44
stairs Removal ...	Carpet Stairs Install	65.00			13	100.00%	100.00%	65.00
	Removal And Disposal	202.50			135	100.00%	100.00%	202.50
<b>Total</b>								<b>\$2,476.42</b>

*\$ 1485.85 60% Owner*  
*990.57 40% Tenant*

Payments/Credits	\$0.00
<b>Balance Due</b>	<b>\$2,476.42</b>

# INVOICE

## BILL TO

INVOICE # 1305  
DATE 10/31/2017  
DUE DATE 11/30/2017  
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Labor</b>	69.50	45.00	3,127.50
<p>Removed 7 trailer loads of items left at residence and disposed of at local landfill. Replaced 3 interior doors with holes, Replaced 1 interior door with non removable substance (hand prints on master bath door), attempted sanding and CLR cleaner however when new paint applied substance rejected paint. Replaced all damage window blinds. Replaced range drip pans. Replaced or re-screened damaged window screens/frames. Replaced damaged sliding screen door. Replaced damaged front door. Replaced burned out light bulbs throughout residence. Cost shared complete repaint of residence, walls, ceiling, trim, and doors (trim and doors required extensive cleaning to remove foreign substances. Repaired hand rail that was pulled out of wall at center support. Removed all child safety locks on cabinets. Replaced damaged freezer bar and 1 end cap. Replaced broken plug cover in laundry room. Repaired broken dryer vent pipe. Re-installed bottom refrigerator bin. Re-installed removed fence slat in back yard. Removed decals on walls and doors. Cleaning methods would not remove marker pen marks on front of master bathroom cabinets, sanded and re-finished cabinet fronts. Removed door bump stop on wall in master. Replaced 3 broken door stops. Replaced furnace filter. Repaired newel post at top and bottom of stair case that was pet damaged, sanded and re-stained.</p>			

ACTIVITY

QTY

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AMOUNT

materials

1

1,616.53

1,616.53

3 interior doors 382.23, furnace filter 38.46, 7 window blinds 351.47, 1 vertical patio door blind 31.21, 1 vertical window blind 41.21, 5 packs vertical blind slats 137.31, range drip pans 18.73, front door 308.75, sliding screen door 77.50, wash machine outlet cover 1.22, window screen material 40.25, screen frame kits and sticks 50.55, 8 standard light bulbs 12.48, 12 vanity bulbs 37.35, 1 flood bulb 3.32, dryer vent 18.10, 3 door stops 7.38, 22 garbage bags 14.28, 1 freezer door bar and end clip 44.73

1

265.00

265.00

landfill

Dump fees

"Corrected invoice"

BALANCE DUE

\$5,009.03

WO# 9371-1,

Tenant expense

EXAMPLE