MOVING & HOUSING TRANSITIONS

Deposit Return Checklist

Document condition, cleaning, key return and requested refund; check local rules separately.

Action checklist

- [ ] Check tenancy agreement and local deposit-return rules.
- [ ] Photograph each room, fixtures and any existing damage.
- [ ] Complete agreed cleaning and note repair issues.
- [ ] Record final inspection date and retain condition evidence.
- [ ] Return keys, obtain acknowledgement and record the return address.
- [ ] Request deposit return in writing; retain response and follow-up date.

Evidence and follow-up notes

Room / item

Condition evidence

Cleaning / repair

Key return proof

Refund follow-up

This is an organization aid, not legal advice. Verify applicable deadlines and rights with local authorities or a qualified adviser.