

Deposit Disposition Worksheet

This is a PURE internal document for the property management team to complete and provide to Central processing of the security deposit disposition. This form WILL NOT be sent to the tenant.

Before starting the document: File > Save As>Select a destination to save document in> name document
Worksheet.StreetName.TenantName

Company Portfolio	Pure Antioch Property Management		
Tenant Name	David and Alicia Bicksler		
Property Address	1422 Charisma Way, Antioch, CA 94531		
Forwarding Address			
Date keys returned	5/31/2024		
Rent Responsible Date	06/04/2024	HARD STOP due date for mailing	6/17/2024

Security Deposit
Separate Pet Deposit, if any

YRIG-SDRP TOTAL DEPOSIT

Charge Categories	COMMENTS/DETAILS, when needed
TENANT UNPAIDS (Review Tenant Ledger)	
EARLY TERMINATION FEES, if any	
Other Charges or Credits Due To/From Tenant	
Use Negative Number if Giving A Credit	
MAINTENANCE	
LANDSCAPE	
HAULING	
PAINTING	
CLEANING	

WINDOW CLEANING	
CARPET and/or TILE CLEANING	
CARPET/FLOORING REPLACEMENT	
UTILITIES	
KEYS/REMOTES/HOA KEYS & FOBS	
Other Charges	
Other Charges	
Other Charges	
Other Charges	

Total Charges

Total Due to/from
Tenant

Split Refund instructions:

All deposits will be processed in **one check**, payable to all tenants, unless specific instruction is indicated in this block below. Property Manager is responsible for obtaining written consent from all tenants when split refund is requested. Consent should be obtained through email on Tenant Page, "Email Unit" to document consent.

Team Member to contact for questions	Traci Lewis
Date submitted to Accounting Dept	6/20/2024

al Accounting for

ent "Deposit

Amounts

\$3,000.00

\$0.00

\$0.00

\$0.00

\$1,010.00

\$0.00

\$190.00

\$3,950.00

\$750.00

\$0.00

\$599.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$6,499.00

-\$3,499.00

To: PURE Property Management of California Job Property Address 1422 Charisma Way Brentwood, CA 94513	From: Diamond Construction 81 Beverly Place Brentwood, CA 94513 Email: jose.ctorres74@gmail.com (925) 584-7668 phone (925) 634-1542 fax
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Date: 6/19/2024	Proposal	Work Order# 5097-1
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Work To Be Performed: General Repairs	Amount
Paint most of the walls throughout the house	\$3,950
Re screen kitchen slider screen door	\$120
Install 10 slats to the vertical blind in kitchen	\$130
Re install the towel rack on master bathroom shower door with new screws	\$25
Removed toys on ledge above front door	\$10
Purchase and program 2 garage remotes control at \$125 each	\$250
Haul away the garbage from garbage cans in back, dump fee included	\$190
Replace the broken faucet in laundry room sink	\$380
Replace the light bulbs in upstairs hall bathroom, master bathroom and oven	\$95
Total Labor and Materials \$5,150.00	



Heaven's Best Carpet Cleaning

4932 Waterford Way
Antioch, CA 94531

(925) 969-7885
<https://antiochca.heavensbest.com/>
JBW@HEAVENSBEST.COM

Invoice

Order No. Date

6863 6/11/2024

Start End

1:00 PM 2:30 PM

Customer Info.	Service Location	Job Info.
Lewis, Traci	1422 Charisma Way	Technician: Delaney Howard; Darrien Clai
1409 Charisma Way Brentwood, CA 94513	1422 Charisma Way Brentwood, CA 94513	Sales Rep:
		PO #:
Phone: (510) 677-6674	Traci Lewis (510) 677-6674	Lead Source:

QTY	Description	Price	Amount
3	Family Room/Living Room/Loft - Standard carpet cleaning and deodorizing of standard size common living area	65.00	195.00
1	Stairs - Standard carpet cleaning and deodorizing to stairs	75.00	75.00
1	3 Room Special - Carpet Cleaning: 3 Room Special- 400 sq ft limit	149.00	149.00
2	1 Master BR - Carpet cleaning of 1 standard size master bedroom	70.00	140.00
1	Hallway - Standard carpet cleaning and deodorizing to medium/larger size hallway	40.00	40.00

Notes:

SUBTOTAL	\$599.00
TAX	\$0.00
TOTAL	\$599.00
ADDITIONAL	
GRAND TOTAL	\$599.00
	Due Upon Receipt

Signature

Date

Thank you for your business

Date Printed: 6/16/2024

QUEENS CLEANING SERVICES
809 GALVESTON CT
CONCORD, CA 94518

Estimate

DATE	ESTIMATE #
6/12/2024	1083

BILL TO
PURE Prop. Mgm

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Move Out	Move Out cleaning . 1422 Charisma Way Brentwood CA 94513 Deep cleaning troughout.	1	750.00		750.00
			Subtotal		750.00
			0.00% Tax		0.00
			Total		750.00