

To: All Tenants

Re: Move-Out/Security Deposit

We strongly prefer the situation when all of the security deposit is returned. It saves us time, hassles, and in the long run- money. Accordingly, we give you this manual so you are aware of what must be done to your unit so we may turn it over to the next tenant without doing additional work. Once you have satisfactorily performed the following work, your security deposit will be returned promptly.

Kitchen

Cabinets & Drawers-	Cleaned inside & out. Remove all items as well as crumbs. Make sure shelves and doors/handles are not sticky, especially fronts of cabinets.
Countertop	Cleaned & bleached, if stained.
Refrigerator-	Must be emptied, defrosted, cleaned inside & out & turned back to the lowest setting. <u>DO NOT TURN OFF. DO NOT USE A KNIFE TO SCRAPE THE ICE IN THE FREEZER.</u> If damage is caused, you will be charged to repair or replace the refrigerator.
Range-	Clean the top, back, front, AND under the top burners. Drip pans on the stove must be returned in the condition that tenant received them in at the beginning of the lease. If there is any sign of food particles, rust, burnt grease, etc or you will be charged to replace the drip pan set with new drip pans. Reminder drip pans are charged for the materials and hourly rate to replace per drip pan.
Oven-	Clean inside w/oven cleaner making sure to remove all black, burnt on food as well as removing any traces of oven cleaner residue. When your done, turn the oven on for a few minutes, if it dries w/ a white residue, take a clean wet cloth & wipe it clean. Don't forget to check the broiler underneath & remove any pans, crumbs, etc.
Range Hood-	Clean inside, filter, light cover & top. Make sure all grease & dust is removed. Replace light bulb, if necessary
Floor-	Must be scrubbed & waxed (unless vinyl no-wax) under range & refrigerator, as well as open areas. Areas usually missed are trim/ baseboard edging.

Dishwasher- Remove all dishes & glassware & run through cycle with detergent. Don't forget to clean the inside top edge of the door as well as the outside. Check inside & remove any food particles that may have collected on the bottom.

Fire Extinguisher- Must be fully charged. Otherwise a non-reported discharged fire extinguisher is a \$200 fee per extinguisher.

Bathroom

Bathtub/Shower- Must be cleaned w/ no soap scum residue or hair left behind. Make sure there is no "ring around the tub".

Shower Curtain- Must be removed and shower curtain rings must be disposed of.

Toilet- Cleaned inside & out, especially around base at floor. Make sure there's no "ring around the toilet" in the bowl.

Ceramic Tile- Must be cleaned with no scum or grease residue.

SoapDish &
Toothbrush Holder Must be cleaned top & bottom
Toilet Paper Holder Make sure all toothpaste residue is removed.
Wiped Clean and Toilet Paper removed.

Towel Racks- Must be wiped off.

Sink- Must be cleaned w/ no residue or hair left behind.

Medicine Cabinet- Cleaned inside & out, ensuring there are no streaks left behind.

Vanity- Must be emptied & wiped out, also outside & top cleaned.

Heater/Radiator- Must be cleaned.

Floor- Must be scrubbed & waxed (unless no-wax). Remember to get behind the toilet as well as along tub/shower.

Exhaust Fan- Cover must be cleaned and no residual dust.

General

Windows- All glass must be cleaned w/ no streaks as well as the window tracks & Window sills. You will be charged if your window sills have dust, bugs, or any debris on them.

Lights-	Shades should be taken down & washed then re-hung. This includes ceiling fan fixtures.
Carpets-	Must be Professionally Cleaned by a cleaning service w/ a truck-mount. Carpet cleaning receipt must be turned in to the office or the carpets WILL BE cleaned and you WILL BE charged. Carpets must be vacuumed before they can be professionally cleaned.
Screens-	Must be washed and must be put back in windows.
Radiators/Vents-	Must be wiped clean of all dust, hair, and dirt. Clean floors surrounding radiator and/or vent.
Air Conditioner-	Must be cleaned: cover, vents, and filter (if applicable).
Closets-	All items must be removed & carpets cleaned/floors washed.
Light Switch	Must be wiped clean plates & all receptacles.
Furnace Rooms	Must be completely empty, swept, & scrubbed.
Cob Webs	Must be swept down.
Railings	Must be wiped off w/ wet cloth.
Furniture	Must be dusted & shining, if glass, and assembled. All the furniture that you rented must be in your unit. Otherwise, all furniture must be removed by 12pm on your lease expiration, any furniture left behind will be removed from the premises and you will be charged at a rate of \$45/per man hour to remove the furniture.
Fireplaces& Mantle	Must be cleaned with no debris/ash left behind.

*** Your property will be checked as much by touch as by sight. Run your hand over the counter, baseboard radiator, bathtub, & sink. If you come away w/ a white powder, dust, dirt, then it needs to be wiped off.***

OTHER DEDUCTIONS

In addition to any cleaning charges, the following items will be deducted from your security deposit if they are not paid before the end of your lease:

Late Fees Outstanding Invoices Unpaid Rent/Utilities
Charges for Returned Checks Legal Fees Incurred
Additional Damage to Apartment or Furniture

PLEASE make sure your account balance is ZERO.

Smoke/CO Detectors MUST have batteries in them & be properly secured on wall.
Failure to have smoke/CO detectors in proper working order
will result in your security deposit being charged a fee
per detector!

* Tenants may NOT use rug doctor or any other "rented" carpet cleaner.

* You MUST turn in a carpet cleaning receipt by a professional carpet cleaning company. Failure to submit your receipt with keys and your forwarding address by 12pm on your lease expiration date will result in your carpets being professionally cleaned & your security deposit will be charged. ***Please, please, please contact the office for a list of companies if you are unsure who to use.***

Move Out Procedures
Reminders

- 1) All light bulbs must be in lamps, sockets, etc and be in working order. All smoke detectors must have batteries and be in working order. Fire extinguishers must be in working order and fully charged. If any of these items are missing or do not work properly, your security deposit will be billed accordingly.
- 2) ALL keys must be returned to the office upon move-out by your lease end date. The downtown office address is 222 W Highland Alley, State College, PA 16801. If key(s) are not returned, you will be charged the cost of changing the locks(s) (approximately \$75 per lock) and \$5 per unreturned key PER LOCK. **Sometimes when key(s) are mailed the sorting machines rip them out of the envelope. We recommend that you mail them in a re-enforced envelope or heavier packaging if mailing. If you mail key(s) and we do not receive them, you will be charged for a lock change. **
- 3) Our office must have a forwarding address for you before you leave. The address may be mailed to Rodney Hendricks, PO Box 321, State College, PA 16804-321 or submitted with your final rental payments or keys.
- 4) You must call West Penn Power at 1-888-686-0021 and inform them of your lease termination date and make arrangements to have the final meter reading done. If your unit uses gas, you must call Columbia Gas at 1-888-460-4332 for final bills & meter readings as well. You MAY NOT have utilities taken out of your name until your EXACT LEASE EXPIRATION DATE or you will be charged a disconnect utility fee, per your lease agreement.
- 5) You must call the State College Borough Water Authority at 814-238-6766 and pay your final Water/Sewer bill by your lease expiration date. Failure to pay your final Water/Sewer bill will result in a penalty and the charge will be deducted from your security deposit.
- 6) You must call cable & telephone providers to disconnect your television & telephone services.
- 7) Carpets MUST BE professionally cleaned. Again, as per your lease agreement we do not accept rented machines. You must turn in a carpet cleaning receipt w/ your keys! It is the only proof to show your carpets were cleaned! No receipt means that we will have your carpet(s) cleaned and the charge will be deducted from your security deposit!
- 8) Any questions concerning move out procedures can be addressed by calling 814-231-2628 or by mail at the PO Box address above or by email at duroittany@yahoo.com.