

Move-out

MOVE OUT PROCEDURES ALL TENANTS SHIPPENSBURG RENTALS LLC

To avoid any end-of-lease problems regarding final rent, keys, forwarding addresses, utilities, final inspection, and security deposits, please read the following notice.

CLEANUP WEEK: Shippensburg Borough's Cleanup will be conducted the week of May 13 . The collection of materials will follow the same routes as the pickup of residential refuse. This applies to borough residents only. NOTE: You must get in contact with the Borough to arrange a pick up. Their phone number is 532-2147.

FINAL RENT: Under no circumstances can the security deposit be used as the last month's rent! We will promptly turn over delinquent accounts to the Credit Bureau for collection enforcement.

KEYS: Each tenant is responsible for returning keys to our office. You will be charged the cost of changing locks and replacing keys if we do not receive all keys back by the lease expiration date.

FORWARDING ADDRESS: Each tenant must supply us with a self-addressed, stamped envelope for return of your security deposit.

UTILITIES: If you are responsible for water usage, there will be a final water reading done when your lease expires. The amount due will be deducted from your security deposit. As per Section 5K in your lease agreement:

ALL UTILITY BILLS MUST REMAIN IN YOUR NAME, INCLUDING ELECTRIC BILLS, UNTIL YOUR EXACT LEASE EXPIRATION DATE. AT NO TIMES DURING YOUR LEASE SHOULD ANY UTILITIES BE DISCONNECTED. ELECTRIC CANNOT BE DISCONNECTED OR PUT INTO ANOTHER NAME AT ANY TIME PRIOR TO THE DATE YOUR LEASE EXPIRES. IF, DURING THE TIME OF YOUR RENTAL AGREEMENT, UTILITIES ARE TAKEN OUT OF YOUR NAME, A \$50 CHARGE WILL BE ASSESSED AND SHIPPENSBURG RENTALS LLC WILL HAVE THE SERVICE TERMINATED.

FINAL INSPECTION: Final inspection will be made when the last tenant vacates the property and turns in the last key. Under no circumstances are tenants permitted to remain in the property beyond May 15th, unless they have signed the new lease agreement. You will be charged for the removal of all furniture and trash that remains behind, as well as cleaning expenses and damages if applicable.

SECURITY DEPOSITS: By law, we have thirty (30) days to return your security deposit, less damages and delinquencies, provided we have been supplied with a written forwarding address. Charges will be made against your security deposit if the above procedures are not followed. Also, all damages

beyond normal wear and tear will be deducted from your security deposit. A fifteen (15%) administrative charge will be made on all security deposit deductions.

Thank you for your cooperation in all of these matters. Good luck in your future endeavors.

CLEANING CHECKLIST

- 1. Remove all tape, nails, paper, stickers, adhesives, etc. from all walls, doors, windows, and ceilings.
- 2. All baseboards, moldings, doors, radiators, baseboard heaters, and woodwork cleaned of all dust, dirt and fingerprints.
- 3. All windows, sills, frames and tracks cleaned of all dirt. Ground level windows cleaned inside and out.
- 4. All thresholds cleaned of dirt and cobwebs.
- 5. All closet shelves, floors, doors, and utility closets, cleaned. All hangers removed.
- 6. All wall and ceiling vents cleaned of dust, dirt and grease.
- 7. All fire escapes, decks, porches and patios swept clean of leaves and dirt. All grills, newspapers, trash, recyclables, personal belongings, etc. removed.
- 8. All light fixtures and globes cleaned of dirt, and replaced if cracked, stained, bent, or non-functional.
- 9. All blinds cleaned of dust and dirt, and replaced if cracked, stained, bent or non-functional.
- 10. All light-switch plate covers, thermostats, and semi-gloss walls cleaned of fingerprints, smudges, and scuff.
- 11. All stairs cleaned of dirt and dust including corners. Handrails wiped clean.
- 12. All personal belongings, furniture, plants, cleaning supplies, trash, and food removed from the apartment.
- 13. All linoleum and tile floors swept and mopped of all dirt, especially in corners, and scuffs. Scuffs may be cleaned with green scouring sponges. Wood floors, moldings and baseboards cleaned with oil soap or mild detergent.
- 14. All cobwebs vacuumed from corners and ceilings.
- 15. All carpets thoroughly vacuumed and professionally cleaned. Copies of receipts from the professional cleaners must be turned into the Shippensburg Rentals LLC office.

KITCHENS

All surfaces and the interior of all appliances must be cleaned of any food, grease, dirt, dust, and cleaning residue. In particular:

- 1. All cabinet doors, handles, shelves, and drawers cleaned of all floor and residue. Cabinet shelves and drawers must not be sticky to touch or have any crumbs, cobwebs, bugs, etc. All handprints and grease cleaned from doors.
- 2. Refrigerator and freezer completely cleaned and defrosted. All shelves, drawers, racks, ice cube trays, and moldings cleaned of food and residue. Gasket on door cleaned thoroughly of mildew and food. All exterior surfaces cleaned of dust and food, Floor beneath unit, wall behind unit, and coils on back of unit cleaned thoroughly. Unit put back into original place. Do not turn unit off; put on lowest setting.
- 3. Stove, broiler, oven door, and range hood cleaned of all grease, food and dirt. All knobs, burners, lights, exhaust fans, broiler pans, racks, windows, burner pans, and area below burner pans included. All grease collected between stove and counter cleaned. Wall behind stove cleaned thoroughly of any grease. All cleaning residue wiped clean from appliance. Drip pans must be replaced if they do not come clean.

- 4. All countertop and appliance surfaces cleaned of dust and food, especially at the edges.
- 5. Sink cleaned of any residue, stains, and water spots. All chrome faucets and fixtures cleaned to a shine.

BATHROOMS

All surfaces must be cleaned of hair, mildew, soap scum and dust. In particular:

- 1. Sink, drains, and faucets cleaned of soap residue and stains. Soap dish and toothbrush holder thoroughly cleaned of any soap or toothpaste residue. Chrome faucets and handles cleaned to shine.
- 2. Toilet, base and tank cleaned. Toilet seat, hinges and rim cleaned of any dirt or hair. Toilet base and behind toilet cleaned of dust and hair.
- 3. Medicine cabinet, shelves, drawers and vanity cleaned of hair, dust, shampoo, razors, etc. All mirrors cleaned of smudges and streaks
- 4. All soap thrown away.
- 5. All tub surfaces and tub walls scrubbed free of mildew, soap scum, and dirt. All soap residue cleaned from tub, walls and shower curtains so that none appears when scraped with a fingernail. Pay special attention to area around soap dish. Use a non-abrasive cleaner on fiberglass tubs/walls.
Spray – on soap scum removers work well on tubs. Bleach works well on mildew on ceilings, walls, etc.
- 6. Any shower doors should be scrubbed free of soap and mildew. Shower door tracks cleaned of all mold and dirt.
- 7. All chrome, including showerhead, towel racks, faucets, toothbrush and toilet paper holders, cleaned to shine.
- 8. Exhaust fans brushed and cleaned of dust and lint.
- 9. All, trash and dirt from storage cabinets removed, and doors wiped of fingerprints and drips.

GENERAL

- 1. Report your fire extinguisher, if you used it, to our office.
- 2. Leave the smoke detectors with working batteries.
- 3. All lights should have working bulbs in place.
- 4. Notify the utility companies of your lease ending date (May 15th)-No earlier, if you are paying for utilities and would like to disconnect.
- 5. Take to the office along with carpet cleaning receipts: All keys (including mailbox keys) and a self-addressed stamped envelope for you security deposit. The security deposit check will be mailed within 30 days of the lease termination date.
- 6. If any maintenance or repairs are needed in the apartment, call to report it to us ASAP (717-532-8548). Don't wait until you are leaving. This makes checkout smoother for everyone.