



Property Management Division
450 Windmere Drive, Suite 200
State College, PA 16801
Phone: 814-234-7368
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MOVE OUT PROCEDURES

Your keys must be returned to the rental office at 450 Windmere Suite #200 upon termination of your lease at 12:00 noon. The manager or a maintenance person will inspect your apartment, townhome, or house after you have moved out.

All apartments, townhomes, and houses should be cleaned upon vacating the premises. This would include cleaning of windows (inside), draperies, as well as, general household cleaning. All carpets must be professionally cleaned and the receipt turned in with your keys. It is not our policy to call back the company you used for cleaning the carpets, or any other cleaning that you may have had professionally done. We recommend that you check all cleaning that you had done before you hand-in keys. If you fail to follow the proper cleaning procedures, you will be charged **at least** the following amounts for each item that is found in unsatisfactory condition.

WHO CLEANS YOUR APARTMENT/TOWNHOME/HOUSE? The decision is yours!!

ITEM	CLEANING PROCEDURES	CHARGE TO TENANT
Range/Oven	Clean broiler pan and wipe out bottom of oven. Use a commercial oven cleaner and remove dirt, grease, and baked-on food. Remove dirt and grease from top of stove and UNDER BURNERS. To clean under the burners you should lift up the top of the range. This can be completely removed for easy access to spilled areas. All drip pans must also be clean. You should pull the bottom drawer out to clean the floor under the range.	Cost + Labor

Range Hood/Fan	Remove all grease and dirt from hood. Clean filter in hot soapy water (can use dishwasher). DO NOT USE OVEN CLEANER.	Cost + Labor
Refrigerator	Defrost and remove all food. Clean refrigerator with warm soapy water. Leave refrigerator on low with a container of baking soda inside.	Cost + Labor
	Glass shelf replacement	Cost + Labor
	If refrigerator is cleaned and turned off causing unit to mildew.	Cost + Labor
	REMEMBER: Never use anything sharp to remove ice buildup on freezers. Any punctured lines could result in the purchase of a new refrigerator.	Cost + Labor
Dishwasher	Remove all dishes and wipe clean. Do not forget to clean the front of the door and the inside seal.	Cost + Labor
Sink/Counter/ garbage disposal	Remove all food and debris from disposal. Clean sink and counters with an all-purpose cleaner. Make sure there is no residue left on the countertops.	Cost + Labor
	Burn marks	Cost + Labor

Cabinets	Remove all food, dishes, etc. Wipe out shelves with damp cloth. Clean exterior doors and walls of cabinets with a commercial cleaner to remove grease.	Cost + Labor
Kitchen/Entry Floors	Scrub floors with a commercial cleaner for no wax floors. If in doubt, call the office to find out which floor you have.	Cost + Labor
Powder Room	Clean all fixtures, mirrors, and floor.	Cost + Labor
Bathroom	Clean all bathroom fixtures with a commercial cleaner. If using a cleaner, make sure there is a no film left on the fixtures. Also, no abrasive cleaners can be used on the fiberglass tub walls, Clean all mirrors, fans, and under all vanities.	Cost + Labor
Bathroom Floor	Clean bathroom floor with a commercial cleaner.	Cost + Labor
Draperies	Must be professionally cleaned and a copy of the receipt given to property management.	Cost + Labor
Blinds	Dust or wash (if greasy)	Cost + Labor
Bi-Fold Doors	Clean with an all purpose cleaner or a spray cleaner.	Cost + Labor
	Replacement due to misuse.	Cost + Labor

Fire Extinguisher	Replacement	Cost + Labor
	Re-charge	Cost + Labor
Smoke Detectors	Replacement	Cost + Labor
	Battery	Cost + Labor
Walls	<p>DO NOT PAINT THE WALLS YOURSELF. You are only charged for painting the walls if the items listed below have damaged the wall. If you paint the walls yourself you will be charged to have them painted correctly. We also recommend you do not patch the walls yourself or it could cost you more to have them redone. Wall damage that will be charged to you are excessive smoke, crayons, wallpaper, sticky tape, mollies, excessive nail holes, etc.)</p>	Cost + Labor
Windows	Any broken window is the responsibility of the tenant	Cost + Labor
	Washing of all windows	Cost + Labor
Screens	Patch or replacement	Cost + Labor
Thermostat	Replacement	Cost + Labor
Carpet/Odor	Carpet and padding will be replaced if destroyed by pets or other means.	Cost + Labor

Carpets	Must be professionally cleaned and a copy of the receipt given to property management. WE WILL NOT EXCEPT RED HOT OR STANLEY STEAMER RECEIPTS!	Cost + Labor
Interior Doors	Replacement	Cost + Labor
Exterior Doors	Replacement	Cost + Labor
Door Knobs	Interior Doors	Cost + Labor
	Exterior Doors	Cost + Labor
Keys	All keys must be turned over to management. Do not give them to the new tenants moving in.	Cost + Labor
	Replacement of key core, Mailbox lock and keys.	Cost + Labor
Light Fixtures/ Bulbs/Shades	Replacement	Cost + Labor
Debris	Removal of any debris, garbage, furniture, clothing etc.	Cost + Labor

Pets

The areas where pets are allowed paid a non-refundable charge for extermination of the unit upon vacating the premises. This does not cover the cost of replacing the carpet should replacement become necessary, nor does it cover any interior damage. If a pet is not registered and damage has occurred, the tenant will be charged extermination and damage costs.

Cost + Labor

MANAGEMENT CANNOT DISBURSE ANY SECURITY DEPOSIT WITHOUT THE PROPER FORM SIGNED BY YOU. BE SURE YOU HAVE FILLED OUT THE FORM IN THE OFFICE WITH YOUR NEW MAILING ADDRESS. THIS MUST BE COMPLETED PRIOR TO YOUR INSPECTION. IF A NEW ADDRESS IS NOT GIVEN TO OUR OFFICE WE WILL SEND THE SECURITY DEPOSIT RETURN TO YOUR CURRENT OR LAST KNOWN ADDRESS. IF RETURNED TO US YOU WILL BE CHARGED THE ADDITIONAL POSTAGE.