



Move-Out Procedure

The current leases for the 2017/2018 term will expire on:

Monday, May 14th 2018 (5/14/2018)

Please make arrangements to be completely moved out by 6:00 am May 14th, or sign a lease for further terms. Any tenant that desires additional housing must have a completed lease on file by that date. Any tenant wishing to store furniture in their apartment must let us know prior to this date and sign the consent form.

Your Rental Agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning your entire remodeling fee as long as you have fulfilled your agreements with us.

Specifically, you should:

- Put out all unwanted items for trash and/or arrange for special pick-up for large items (i.e.-couches, tables, chairs, mattresses, etc.) Call the Kutztown Borough at (610)-683-3202 to arrange pickup.
- Remove **all** food, debris, and other personal belongings. Nothing should be left in the apartment.
- Clean refrigerator +freezer (inside and out). Unplug it and make sure to prop the doors open.
- Clean inside and outside of kitchen cabinets.
- Clean stovetop, oven, and any other appliances (inside and out). Replace drip pans if necessary (can be found at Wal-Mart/Target/lowes/etc.)
- Clean windows.
- Clean baseboards/trim/splatters on walls
- Clean all floors/carpeting, walls and ceilings. (vacuum, sweep, mop, wipe down, spotclean/shampoo as needed etc.)
- Remove personal items from bathroom and clean bathroom.
- Fully secure the unit by locking all windows and doors.
- Place keys (front door, laundry, mailbox, bathroom, apt, room-if applicable) and parking pass in an envelope, one per tenant.
 - o On the envelope, write the tenants name, apartment number, and forwarding address (where to send remodeling fee).
 - o Give the envelope to Trisha, or slide under office door.
- Don't forget to have your utilities shut off. You are responsible for scheduling any cable box pickup when you are still in the apartment. Also check your mailbox before you hand in keys.

The expense of cleaning or repairing damage, if any, will be charged against your remodeling fee as per the attached Settlement Charges Guide. In addition, any unpaid charges/rent will be taken out of this as well. Remember if you signed a joint lease, the tenants will be equally charged. You will be notified of any charges.

If you wish to do a walkthrough of the unit before you leave, please contact Trisha ahead of time.

Thank you and have a safe and fun summer!

-Management



Settlement Charges Guide

Below is a list of estimated charges of assorted items or jobs that may sometimes be required after a residence is vacated. All charges include labor and any parts or materials required. Tenants are not responsible for normal wear and tear, although excessive wear and tear and neglect may incur charges.

Cleaning	
Clean refrigerator	\$50.00
Clean stovetop + under drip bowls	\$30.00
Replace stove drip-bowls	\$28.00
Clean oven	\$50.00
Clean stove hood	\$30.00
Clean kitchen cabinets	\$45.00
Clean countertop +sink	\$20.00
Clean kitchen floor	\$50.00
Clean tub/shower and surround	\$30.00
Clean toilet and sink(per bath)	\$20.00
Clean bathrm cabinets and floor	\$25.00
Clean carpets (per room)	\$75.00
Clean hardwood floors	\$50.00
Vacuum throughout dwelling	\$40.00
Window cleaning(per window)	\$11.00
General Repairs	
Replace refrigerator shelf	\$25.00
Replace stove oven knob	\$16.00
Repair ceramic tile	\$150.00
Replace countertop	\$275.00
Replace kit/bth cabinet knob	\$10.00
Replace mirror	\$45.00
Replace medicine cabinet	\$85.00
Replace towel bar	\$22.00
Replace tub/shower	\$500.00
RegROUT bath/shower tiles	\$165.00
Repair porcelain	\$135.00
Replace thermostat	\$75.00
Replace smoke detector	\$20.00
Replace fire extinguisher	\$35.00
Replace heater	\$125.00
Remove large projection tv	*
Remove junk/debris/furniture	*
Flooring	
Remove carpet stains	\$80.00
Deodorize carpet	\$80.00
Repair Carpet	\$150.00
Repair hardwood floor	\$ 95.00
Refinish hardwood floor	\$380.00
Repair linoleum	\$85.00
Replace bathroom linoleum	\$385.00
Replace kitchen linoleum	\$385.00
Replace floor tile	\$75.00

Walls	
Remove mildew and treat surface	\$25.00
Cover pen/marker/crayon/other marks	\$35.00
Repair hole in wall	\$55.00
Repaint(per wall/ceiling)	\$35.00
Doors	
Repair forced door damage	\$75.00
Replace door (inside)	\$155.00
Replace door (outside)	\$285.00
Windows	
Replce window pane	\$75.00
Replace window sash	\$100.00
Replace window screen	\$20.00
Locks	
Replace key	\$5.00
Replace security door key	\$25.00
Replace door lock	\$40.00
Replace passage doorlock	\$20.00
Replace deadbolt	\$20.00
Plumbing	
Replace kitchen faucet	\$95.00
Replace bathroom faucet	\$85.00
Replace showerhead	\$24.00
Replace toilet tank lid	\$25.00
Replace toilet seat	\$20.00
Replace toilet	\$165.00
Replace garbage disposer	\$125.00
Snake toilet	\$25.00
Electrical	
Replace light bulb	\$2.50
Replace light fixture globe	\$12.00
Replace light fixture	\$55.00
Replace electrical outlet/switch	\$5.00
Replace electrical cover plate	\$1.50
Exterminating	

*= subject to landlord's discretion

Other: