



**Rockoff Hall Apartments**  
McKinney Properties, Inc.  
290 George Street  
New Brunswick, NJ 08901  
Phone: 732-565-3670 Fax: 732-565-3672

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## MOVE – OUT PACKET

Dear Resident(s):

It is unbelievable that the 2016-2017 school year is coming to an end; it is time to begin preparations for moving out of Rockoff Hall Apartments. This packet contains general information that will simplify the move-out and security deposit refund process.

Enclosed you will find general move-out information, a detailed list of cleaning instructions, and a list of damage and replacement costs. Please read this information carefully as it explains what is expected of you and details what we will be looking for during the inspection of your apartment. Upon moving out, all personal property will need to be removed, all resident's keys returned and a signed surrender of possession form for each occupant turned in.

During our pre-move out inspections in March we compiled a list of items that needed to be corrected. These items were completed or corrected and will be charged to the apartment accordingly.

We hope that you have enjoyed your stay with us and we wish you much luck in all your future endeavors! For those of you graduating, Congratulations!

**\*\*Please note, if you would like to renew your lease with us and have not yet done so for 2017-2018 please stop in the Leasing Office to see if your apartment space is still available! We have very limited spaces left!**

Sincerely,

Aimee Latta  
Property Manager  
Rockoff Hall Apartments  
McKinney Properties, Inc.  
732-565-3670  
[aimeel@mckinneyproperties.com](mailto:aimeel@mckinneyproperties.com)

## **GENERAL INFORMATION ABOUT MOVE-OUT**

**Please remember that your lease ends at 10:00AM on MAY 15, 2017.** You must hand in all keys and key fob and a completed Surrender of Possession form in order to expedite your Security Deposit refund. Please be sure you have removed ALL of your personal items and have left the apartment in a clean, damage free condition. If you have not vacated the premises by **10:00AM on May 15, 2017, you will incur a \$200 per day hold over fee.** We will also have our maintenance department remove your personal belongings and store them AT YOUR EXPENSE.

**To officially move out of your apartment you must: submit a complete Surrender of Possession form with forwarding address and turn in all keys in the Key Envelope.**

When you moved in, you should have completed a detailed move-in checklist. Once we have completed the move-out inspection on your unit, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in will be deducted from your security deposit. We have attached, for your review, a list of the costs for various charges that could be assessed to your security deposit.

Make sure you fill out a change of address form for the postal service. This can be done very easily at [www.USPS.com](http://www.USPS.com). The forwarding address on the surrender of possession form is for security deposit purposes ONLY. It will **not** forward your mail.

## **CLEANING INFORMATION**

Included in this letter, you will find a detailed list of cleaning instructions. **As per your lease agreement, even if you clean the apartment yourselves, you are required to have your apartment professionally cleaned.** Rockoff Hall Apartments has the entire building cleaned at once. You DO NOT need to schedule a cleaning service unless you would like to use a vendor other than the vendor we are contracted with. The cleaning instructions below are for you to provide to a professional cleaning company if you wish to hire your own. Please note that if you choose to hire your own company, the company MUST be approved with the Management Office prior to May 15<sup>th</sup>, 2017.

### **KITCHEN**

**CABINETS AND DRAWERS:** Clean inside and out. Leave no crumbs or personal belongings. Boxes will be located next to the mailboxes for unopened non-perishable food goods that you no longer want.

**COUNTERTOPS AND BACKSPLASH:** Clean off all stains and residue.

**REFRIGERATOR/FREEZER:** Must be defrosted, cleaned inside and out and turned to the lowest setting. **DO NOT UNPLUG OR TURN OFF.** Do not use a knife to scrape ice, as it could puncture the freezer and you will be charged for its repair/replacement if necessary.

**RANGE:** Clean the top, back, front, oven, broiler, drip pans and underneath the top burners. Make sure that when you are done cleaning the oven there is no residue left behind. If the inside or outside dries with a white residue, take a clean wet cloth and wipe it off.

FLOOR: Must be scrubbed. Clean underneath the refrigerator and stove as well as the visible areas.

LIGHTS: Light shades and/or covers should be taken down and washed, then reinstalled.

WALLS: Should be washed or wiped to remove all grease and grime, and fingerprints.

WINDOWS: Must be cleaned inside with no streaks. Please make sure to clean all window sills.

DISHWASHER AND MICROWAVE: Must be cleaned inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging of both appliances. Clean the filter and the light as well.

## **BATHROOMS**

BATHTUB ENCLOSURES AND SHOWERS: Must be cleaned with no white residue, mildew or soap scum left.

**MAKE SURE TO THROW AWAY SHOWER CURTAIN & CURTAIN RINGS. LEAVE SHOWER CURTAIN BAR.**

BATHTUBS: Clean inside and outside with no white residue, mildew or soap scum left behind. Also make sure all hair is removed.

TOILETS: Clean the inside, outside, seat, lid and tank. *Don't forget the base!*

MEDICINE CABINET (S): Clean inside and out. Clean the mirror – don't leave streaks.

SINKS: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

VANITY: Must be emptied of all personal property and cleaned inside and out. Also clean the top.

FLOOR: Must be scrubbed. Pay close attention to around and behind the base of the toilet, and remember to wipe down baseboards as well.

LIGHTS: Must have working bulbs and all light fixtures/globes must be wiped down and cleaned.

TOILET PAPER HOLDER: Must be cleaned and dust/grime free.

## **LIVING ROOM AND BEDROOM(S)**

BLINDS: Must be cleaned. Please make sure soap streaks are gone.

LIGHTS: All light fixtures/globes must be wiped clean of any dust and grime. All light bulbs must be present and in working order. Any missing or inoperable bulbs will result in a replacement charge deducted from your security deposit. Please make sure to place a work order prior to move-out for any bulbs that are inoperable.

WINDOWS: Clean inside with no streaks, as well as, windowsills and window tracks.

FURNITURE: Must be free of dust or any residue. We suggest furniture polish or 409 (without bleach) to clean wood furniture...DO NOT USE WATER AS IT WILL STAIN. Be sure to also clean/vacuum under cushions.

SMOKE DETECTORS: Must be present and in working condition.

BASEBOARDS: Must be clean and dust free. Don't forget to clean the baseboards behind furniture as well.

CLOSETS: Must be cleaned out, vacuumed or wiped down and all personal belongings must be removed.

WALLS: Must be free of cobwebs throughout and wiped down (spills, fingerprints, black marks). Stickers, tape, tacks or command strips **MUST** be removed prior to move-out or you will be charged additional for maintenance to remove.

LIGHT SWITCHES AND OUTLET PLATES: Should be wiped down and free of dust and fingerprints.

VENTS: Kitchen or bath—should be cleaned and free of dust or build-up.

***All carpets and apartments must be professionally cleaned as per your lease agreement. Any solicitation of a company NOT approved by the Rental Office will not be accepted and you will be billed accordingly.*** Please contact the Rental Office if you would like to schedule a move-out inspection; ***this inspection cannot be performed until ALL residents have completely moved out and turned in ALL key(s)/key fob.*** A scheduled apartment inspection is not required; if you do not schedule an inspection, we will inspect the apartment on May 15<sup>th</sup> and will deduct the cost for cleaning as well as any apartment damages from your security deposit.

## **OTHER DEDUCTIONS**

In addition to any cleaning charges that may be assessed, the following items will be deducted from your deposit if they are not paid before lease termination: *Late fees, tenant charges, outstanding invoices, unpaid rent, NSF check fees, keys that were not turned in, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.*

## **FINAL NOTES**

To officially move out of your apartment, completely fill out a Surrender of Possession form- forwarding address is for security deposit mailing purposes **ONLY** and turn in all keys/key fob in the Key Envelope. Rockoff Hall has paid for your cable and internet service. You do not need to call the cable/internet company to disconnect unless you have premium channels or any equipment that was not included with the basic package. Your security deposit will be processed within thirty days of the termination date of your lease. Included with your refund will be a detailed, itemized list of any damages and deductions.

Please know that we welcome any questions that you have about the move-out process. Please let us know if we can help you better understand any of the information in this packet. If you misplace this packet or the Surrender of Possession form, it is also available in the rental office or at **[www.rockoffhallapartments.com](http://www.rockoffhallapartments.com)**.

***We thank you for your anticipated cooperation, and trust that your stay with us has been an enjoyable one. It has been a pleasure having you as a resident at Rockoff Hall Apartments, and we offer our best wishes to all of you in the future!*** ~Rockoff Hall Management and Staff