



## **MOVE – OUT PACKET**

Dear Resident(s):

It is unbelievable that the 2018-2019 term is coming to an end! Attached, please find general move-out information that will simplify the move-out and security deposit refund process.

This packet contains 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 of what we will be looking for during the inspection of your apartment.

Upon moving out:

1. All personal property will need to be removed.
2. All resident keys returned with a completed **surrender of possession form** – ON OR BEFORE NOON on AUGUST 1<sup>st</sup>, 2018
  - a. **Keys not submitted on or before 12:00 noon August 1<sup>st</sup>, 2018 will incur a \$15.00 per key charge.**
  - b. If you are mailing your keys to the Rental Office, they must be **post marked** on or before July 25<sup>th</sup>, 2018. Keys received **after** August 1<sup>st</sup>, 2018 will incur a \$15.00 per key charge. **Please mail your keys in a bubble-wrapped envelope.** Failure to do so may result in lost keys as they will poke through a regular envelope. Envelopes received with missing or lost keys will result in a \$15.00 per key charge. **SORRY, THERE WILL BE NO EXCEPTIONS.**

During our pre-move out inspections in March and April we compiled a list of items that need to be corrected. These items have been completed or corrected and charged to the apartment accordingly. Just a reminder, as per your lease, subletting of your apartment is prohibited. **We do this for your protection.** Any damage and unpaid rent occurring over the summer will be charged to all the residents on the lease. Several apartments were sublet in the past years and were severely damaged. The damage was duly charged to the residents on the lease, costing each of them several hundred dollars above their security deposit. So what might seem like a good idea to save money may end up costing you in the end.

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

Sincerely,  
Meridian Management  
McKinney Properties Inc.

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

Please remember that your lease ends at **12:00 Noon on AUGUST 1<sup>st</sup>, 2018**. You must hand in your keys 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 12:00 Noon on August 1<sup>st</sup>, 2018, 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. Items are only stored for 30 days, and then discarded.

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

When you moved in you should have completed a detailed move-in checklist (excludes AS-IS units). 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 noted 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. If you wish to be present for your inspection, please contact the rental office to schedule an appointment.

**After July 21<sup>st</sup>, 2018 no more appointments will be scheduled.**

Appointments are scheduled on a first come first serve basis. Please be sure to schedule your appointment EARLY because towards the move out date, inspections become difficult to schedule.



**You are responsible for forwarding your mail. Change of address forms are available online at [www.usps.com](http://www.usps.com)**

**You can also contact the post office directly at 814-238-2435.**

**Please note; the rental office will not accept packages over the summer.**

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***FIRST 15 APARTMENTS ONLY !!!***

***If you and (ALL) of your roommates complete the move out process with the rental office by June 1st @ 5:00pm  
You will receive a free carpet cleaning!!!!***

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## **CLEANING INFORMATION**

We suggest that you clean your apartment to the specifications listed below before you pay for your professional apartment cleaning. This will eliminate some of your apartment cleaning costs. As per your lease agreement, even if you clean your apartment yourselves, you are required to have your apartment professionally cleaned, however the more you clean the less costly the professional cleaning will be.

Cleaning services are broken into the following three (3) levels of cleaning:

**Light Cleaning:** Which consists of a general wipe down of the entire unit, including but not limited to countertops, inside faucet handles, furniture, cabinets, appliances, baseboards, blinds, walls and light fixtures, vacuuming and sweeping of the entire unit. A light cleaning of a two-bedroom apartment will be performed at a cost of **\$200.00** per unit. One bedroom @ **\$155.00** per unit and efficiency @ **\$115.00**. **\*\*prices do not reflect tax.**

**Medium Cleaning:** Which consists of everything in a “Light Clean” along with cleaning out the refrigerator, light oven cleaning and scouring of bathroom throughout. A medium cleaning of a two-bedroom apartment will be performed at a cost of **\$240.00** per unit. One bedroom @ **\$175.00** per unit and efficiency @ **\$140.00**. **\*\*prices do not reflect tax.**

**Heavy Cleaning:** Which consists of everything in a “Medium Clean” along with cleaning behind all appliances, extensive stove and oven cleaning. And extensive bathroom cleaning. A heavy clean of a two-bedroom apartment will be performed at a cost of **\$330.00** per unit. One bedroom @ **\$265.00** and Efficiency @ **\$195.00**. **\*\*prices do not reflect tax.**

### **KITCHEN:**

**CABINETS AND DRAWERS:** Wipe down cabinets and clean inside and out. Leave no crumbs or personal belongings.

**COUNTERTOPS AND BACKSPLASH:** Cleaned of all stains and residue.

**REFRIGERATOR/FREEZER:** Must be defrosted, cleaned inside and out and turned to the lowest setting. **Do not turn it 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 & OVEN:** 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. Turn the oven on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it off. If the oven is not cleaned, it will result in an automatic “medium clean” charge to all residents within the apartment.

**RANGE HOOD:** Clean the top, the edges and underneath. Clean the filter and the light as well.

**FLOOR:** Must be scrubbed and waxed underneath the fridge 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, with all grease and grime removed.

**FIRE EXTINGUISHER:** Must be fully charged and wiped down.

**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.

## **BATHROOMS:**

**BATHTUB ENCLOSURES & SHOWERS:** Must be cleaned with no white residue or soap scum left behind.

**BATHTUBS:** Clean inside and outside with no white residue 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 shades must be cleaned.

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

**SHOWER DOORS:** Must be cleaned inside and out, including tracks and top headers. The doors must be free of soap scum and white residue.

**GENERAL CLEANING – INCLUDING LIVING ROOM & BEDROOM(S):**

**LIGHTS:** All light shades must be taken down, cleaned and put back up. All light bulbs must be present and in working order. Any missing or inoperable bulbs will result in a replacement charge out of your security deposit.

**WINDOWS:** Clean inside with no streaks, as well as windowsills and window tracks. If on the ground floor, this includes the outside of the windows.

**FURNITURE:** Must be free of dust or any residue. DO NOT USE WATER AS IT WILL STAIN. Be sure to also clean/vacuum under cushions and in crevasses.

**SLIDING GLASS DOOR (IF APPLICABLE):** Windows must be cleaned with no streaks; tracks should be cleaned.

**BALCONIES (IF APPLICABLE):** Should be swept and cleaned. No personal belongings or trash should be left.

**SMOKE DETECTORS:** Must be present and in working condition. Upon inspection, if the battery is missing, we will replace it and deduct the cost of doing so from your deposit.

**A/C & BASEBOARDS:** Must be clean and dust free. Don't forget to clean baseboards behind furniture as well.

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

**SCREENS:** Must be present and damage free.

**WALLS:** Must be free of cobwebs throughout, and wiped down where necessary (spills, fingerprints, black marks).

**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.

Please call the Meridian office if you would like to schedule an apartment cleaning pre-inspection; this inspection cannot be performed until **ALL** residents have completely moved out and turned in all of their keys.

Apartment pre-inspections are **NOT** required; the office will inspect your apartment beginning on August 1, 2018. If you choose to schedule a pre-inspection please have two

checks available (*One for carpet cleaning & one for apartment cleaning*). Inspections will be Monday through Friday only.

***THE MERIDIAN WILL SCHEDULE THE CLEANING APPOINTMENTS.***

*\*Payment is due at the time of inspection along with your completed surrender of possession form & keys.\**

### **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, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself. We will deduct the cost for these from your security deposit.

### **FINAL NOTES**

*You are responsible for your electric service through July 31, 2018.* Please contact the electric company and let them know this will be your last day of service. Should you cancel your service before July 31, 2018, we will pay any bill charged to The Meridian for your apartment and the amount of the bill will be deducted from your security deposit.

**West Penn Power: 1-800-686-0021**

**\*\*Please remember to disconnect your service, as you will continue to be billed.\*\***

### **SECURITY DEPOSIT**

Your security deposit will be processed within *thirty (30) days* of the termination date of your lease. Included with your refund will be a detailed, itemized list of any damages and deductions.

**Any questions regarding the list of damages *MUST* be submitted to the rental office **IN WRITING****

**No exceptions.**

*We truly thank you in advance for your cooperation,  
and trust that your stay with us has been an enjoyable one.*

*It has been a pleasure having you as a resident  
at Meridian on College Avenue,  
and we offer our best wishes to all of you in the future!*

The Meridian on College Avenue Management and Staff