



520 East Calder Way State College, PA 16801

(814) 238-3456

FAX (814) 238-0123

www.caldercommons.com

MOVE – OUT PACKET

Dear Resident(s):

It is unbelievable that the 2017-2018 school year is coming to an end. It is time to begin preparations for moving out of the Calder Commons 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 (SOP) form for each occupant turned in. **These forms are located in the Rental office as well as hanging on the Fitness center window outside of the office along with envelopes. If you are turning these items in after office hours, please place the SOP AND your keys in an envelope and place in the drop box outside of the office door by the vending machines.**

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 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 occurring over the summer will be divided and charged to all the residents on the lease. Several apartments were sublet in previous years and were severely damaged. The damage was dually 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 all your future endeavors! For those of you graduating, congratulations!

Sincerely,

Holly Probst
Property Manager
McKinney Properties, Inc.
814-238-3456
hprobst@mckinneyproperties.com

GENERAL INFORMATION ABOUT MOVE-OUT

Please remember that your lease ends at 12:00 Noon on AUGUST 01, 2018. You must hand in all keys and a completed Surrender of Possession form 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, 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.

To officially move out of your apartment you must submit a complete Surrender of Possession form with forwarding address and turn in all keys. If you would like to be present for your final apartment inspection, you will need to schedule the inspection with the Rental office PRIOR TO FRIDAY, JULY 27th, 2018. NO LAST-MINUTE INSPECTIONS WILL BE SCHEDULED.

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. If you wish to be present for your inspection, please contact the rental office to schedule an appointment prior to Friday, July 27th, 2018. **Appointments are scheduled on a first come first serve basis. Re-entry into the apartment is prohibited once the inspection has been done.**

Make sure you fill out and return a change of address card for the postal service. Change of address cards are available by the mail boxes, at the local post office, or in the rental office. The forwarding address on the surrender of possession form is for security deposit purposes only. It will not forward your mail.

*******EARLY MOVE-OUT INCENTIVE*******

Any apartment that completes the move-out procedures before Friday, June 29, 2018, will receive a **FREE** Carpet Cleaning.

CLEANING INFORMATION

Included in this letter, you will find a detailed list of cleaning instructions. **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.**

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. Turn the oven on for a few minutes. If it 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.

FIRE EXTINGUISHER: Must be fully charged and wiped down.

WINDOWS: Must be cleaned inside with no streaks. Outside windows should also be cleaned if possible. 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 behind.

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 shades must be 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 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 deducted from your security deposit.

WINDOWS: Clean inside with no streaks, as well as, windowsills and window tracks. And outside if on the ground floor.

FURNITURE: Must be free of dust or any residue. We suggest furniture polish 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.

SCREENS: Must be present, installed in windows and free of damage.

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.

All carpets and apartments must be professionally cleaned. Any solicitation of a company NOT approved by the office will not be accepted and you will be billed accordingly.

★ The approved cleaning and carpet cleaning companies are Wizzard's Janitorial (accepts all forms of payment) and ServiceMaster by Holobinko (accepts money orders, cash, and credit card payments, NO CHECKS). If you have your apartment professionally cleaned by one of these companies, you MUST provide a receipt to the Rental office by noon on 8/1/2018. If you would rather the office schedule the cleaning for you, that is fine. We will schedule it for you after 8/1/2018. We will deduct the cost for this from your security deposit. PLEASE NOTE: If you schedule your own cleaning, you must schedule a cleaning inspection with the Rental office by July 27th, 2018. If the cleaning does not pass our inspection, it is your responsibility to have the cleaning company come back and finish. Also, if you are scheduling the carpet cleaning on your own, you will want to contact the Rental office to see if any carpet in your apartment is being replaced.

If you have any questions regarding this procedure, please feel free to contact the office.

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.

DO NOT FORGET TO TURN IN
YOUR KEYS!

If you do forget, you will be charged as follows:

- Common Area Key: \$12
 - Mail Key: \$10
- Bedroom Key (if signed out): \$10

FINAL NOTES

To officially move out of your apartment you must come to the office and fill out a Surrender of Possession form, leave your forwarding address and turn in all keys.

Please make note that you are responsible for your electric service through July 31, 2018. You MUST contact the electric company and let them know that this will be your last day of service. Should you cancel your service before July 31, 2018, we will pay your final bill and the amount of the bill will be deducted from your security deposit.

West Penn Power- First Energy

1-800-686-0021

Firstenergycorp.com

Please remember to take your internet router with you or return any rented internet/cable equipment to the provider, as Calder Commons is not responsible for this equipment.

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, it is also available in the Rental office or at www.caldercommons.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 Calder Commons Apartments, and we offer our best wishes to all of you in the future!

*Calder Commons
Management and Staff*