



623 W. College Ave.
State College, PA 16801

Move-Out Procedures

Dear Departing Residents,

We would like to take this opportunity to thank you for renting from Westside Village and at the same time send you this guide/checklist to help you receive your security deposit back. We strongly prefer the situation when your entire security deposit can be returned to you. Leaving your unit as outlined in the included move out guide and complying with the rules saves time, hassles and money for all parties involved.

In this packet you will be receiving the following:

1. Damaged item cost sheet- In the event that anything was damaged in your apartment this past year, this list provides an estimated cost to replace the item. Please note this does not include sales tax, it is only estimated.
2. Return security deposit address form- As per your lease agreement you are required to submit us a forwarding address so that we can return your security deposit check in a timely manner. Please read this very carefully.
3. Cleaning cost- In the event that your apartment is not cleaned and or clean enough at move out we will have a professional cleaning company come in to clean your apartment for you. This is an estimated cost sheet of how much you can expect to be charged for cleaning.
4. Rules and regulation reminders- This is just an excerpt of some of the rules and regulations that is in your lease agreement. Please read this carefully, there is some information that will help save you some time and money.

Once again, thank you for choosing Westside Village. It was a pleasure having you as residents and we wish you the best of luck in the future. If you have any questions or concerns please contact us at 814-234-1707 or leasing@rentwestsidevillage.com.

Sincerely,

Westside Village

Move-Out/Cleaning Packet

We would like to take this opportunity to thank you for leasing from Westside Village and at the same time send you this guide/checklist to help you receive your security deposit back. We know you would all sincerely like to leave your apartment in the best possible condition in order to receive your full security deposit refund. Often times a deduction is merely due to a communication problem between the Landlord and Tenant regarding what in fact is expected of the Tenant when moving out. This booklet is to serve as a guideline for our move-out procedure.

When in doubt, please do not hesitate to call the office at 814-234-1707 Monday—Friday 9:00-5:00, but keep in mind these basic rules:

1. Make sure your account balance is ZERO.
2. Return all keys to the office by the lease ending date and time. (Make sure you have a receipt for the keys)
3. Turn in your security deposit return form. As per your lease agreement, you are required to submit to us a forwarding address so that we can get your deposit to you in a timely manner. Please remember that if you are in a joint & several lease; only one check will be sent made payable to all residents on the lease. If you would prefer separate checks, we can do so at an additional fee of \$10.00/per check for each check written. (Please note, if you are requesting separate checks we **must** be provided with addresses and signatures of **all** residents named on your lease. Additionally, if separate checks are requested, the amount of the return will be divided **equally** among all residents).
4. Review the item cost sheet- This sheet outlines the costs that could be deducted from your Security Deposit if applicable. This sheet is intended to inform you of an **estimated** dollar amount that may be deducted from your deposit for damages and/or repairs.

Cleaning Check List

The following is a convenient check list for supplies needed to clean your apartment properly:

- | | |
|--|---|
| <input type="checkbox"/> Oven Cleaner | <input type="checkbox"/> All purpose Cleaner |
| <input type="checkbox"/> Sponges | <input type="checkbox"/> Commode Brush |
| <input type="checkbox"/> Brillo Pads | <input type="checkbox"/> Garbage Bags |
| <input type="checkbox"/> Abrasive Cleanser | <input type="checkbox"/> Soap Scum Cleaner |
| <input type="checkbox"/> Paper Towels | <input type="checkbox"/> Mold & Mildew Cleaner |
| <input type="checkbox"/> Furniture Polish | <input type="checkbox"/> Toilet Bowl Cleaner |
| <input type="checkbox"/> Dusting Cloth | <input type="checkbox"/> Bleach Cleaner |
| <input type="checkbox"/> Broom | <input type="checkbox"/> Mr. Clean Magic Eraser |
| <input type="checkbox"/> Dust Pan | <input type="checkbox"/> Window/glass cleaner |
| <input type="checkbox"/> Mop/ Swiffer | |
| <input type="checkbox"/> Floor Cleaner | |

LETS START WITH THE KITCHEN!

1. Spray the oven, stovetop, drip pans, broiler pan, racks, ect. With oven spray and let stand a few hours. (Depending on the degree of cleanliness, you may want to leave the cleaner on longer). Wipe off the spray entirely. If burn marks still remain, spray them again and repeat entire process. Be sure to check under the drip pans and inside, as well as outside, the stove drawer. The entire top of the stove that the drip pans rest in, lift up to make it easier to clean. You must do this to clean the oven properly. The racks also must be removed to clean the inside of the oven properly.
2. The hood to the stovetop can get very greasy during the course of the year. Clean by using a Brillo pad and cleanser. Sometimes the back and side walls between the hood and the stovetop need cleaned as well.
3. Wipe out crumbs from all cupboards, shelves, and drawers. Wipe off outside of cupboards. (Cupboards used daily or cupboards near the stovetop may need special attention in removing build-up)
4. Clean microwave inside and out with all purpose cleaner. Make sure all food particles are removed— especially on the inside top.
5. Defrost freezer and wipe out any water/food particles using an all purpose cleaner. Don't forget to clean in and around the seal! Clean refrigerator by wiping off wire racks, inside walls, crisper drawers (and under the drawer), and shelves with all purpose cleaner. Don't forget the egg holders and butter drawer! Lastly, wipe down the outside of the appliance with bleach cleaner (top, sides and front). **DO NOT UNPLUG THE REFRIGERATOR!! SIMPLY TURN IT TO THE LOWEST SETTING.**
6. The final kitchen appliance left to clean is the dishwasher. (What?? You thought the dishwasher cleaned itself every time you ran it through the cycle?? NOT!) Make sure the inside is completely free of food particles. Use Brillo pads and cleanser on that area. Lastly, wipe down the outside of the appliance— paying close attention to the buttons. Don't forget the inside edge of the door.
7. Wipe off all kitchen countertops with all purpose cleaner. The countertop closest to the stovetop may need special attention of a Brillo pad and cleanser. Do not leave streaks-wipe over the countertops with a paper towel and spray cleaner.
8. Using a Brillo pad and abrasive cleaner, thoroughly clean sink and fixtures. After cleaning, wipe off the fixtures with a paper towel, since water drops tend to dry leaving a dirty appearance. Don't leave streaks— simply wipe up with paper towels and glass cleaner.
9. Its finally time to clean the kitchen floor! First pull out the refrigerator & remove bottom drawer of oven and sweep the entire floor. Using Brillo pads and cleanser, clean all corners and edges. This is the area where there tends to be more build-up. After this is completed, clean the entire floor using a mop/swiffer and floor cleaner. If floor dries with streaks, re-mop using only warm water.
10. If kitchen has overhead light fixtures, be sure to clean the globe with warm water. Also, clean the receptacle covers and switch plates!

THE BATHROOM

1. The biggest cleaning job in the bathroom is the tub/shower unit. Clean it first and get it out of the way!! A year's worth of soap residue build-up is not very easy to remove. Brillo pads and cleanser are a definite must. Fiberglass tubs should be cleaned with a non-abrasive cleanser. Begin by scrubbing in a circular motion until you can no longer feel residue. Rinse with warm water. Clean fixtures with glass cleaner and wipe off with a paper towel. If your tub/shower unit has glass doors, the same process should be used on those doors—inside and out!! Don't forget to clean out the track also. Make sure to get rid of all mold/mildew.
2. Cleaning the commode is not a very fun job, BUT it doesn't take too long. Using a sponge and bleach cleaner, wipe off lid, seat (behind and all around), and outside of bowl. Don't forget to clean at the foot of the bowl and around the bolts attaching it to the floor also. That is where most of the dust seems to collect. Wipe over entire unit again using only warm water. Pour toilet bowl cleaner inside the bowl and wipe clean with brush. FLUSH.
3. Clean the light fixture/fan. It has accumulated dust. Wipe out inside shelves of medicine cabinet and vanity. Clean mirrors and light fixtures with glass cleaner. Wipe out sink using sponge and bleach cleanser. Rinse with warm water and re-wipe with sponge only. Again, don't let water drops dry-wipe off with paper towels. Finally wipe down outside of vanity with sponge.
4. Lastly, it's time to clean the bathroom floor. First, sweep entire floor. Using a wet, soapy sponge, wipe along sides and corners. Pay close attention to areas around the commode, behind door, and along vanity edges. Mop entire floor using floor cleaner. If floor dries with streaks, re-mop using only warm water.
5. Don't forget to clean off the heater and towel bars!

It is very important to not leave hair in the bathroom. Also, do not leave your toilet wands, shower curtains, shower mats or rugs. The new Tenants do not want this stuff and we ultimately throw it away.

BEDROOM/LIVING ROOM

1. Clean all windows on the inside with regular glass cleaner. Also clean the patio doors on both the inside and outside, as well as the sliding door tracks. Don't forget to clean window sills and window tracks. Porches and outdoor areas should be completely free of debris.
2. Closets should be completely free of debris. Wipe off shelves and bar with wet sponge and all purpose cleaner. Do NOT leave hangers behind! The new tenants have hangers of their own!
3. If furniture contains any glass parts, clean with glass cleaner. Dust all wood furniture with dusting cloth and furniture polish. Wipe out all drawers with damp cloth. If furniture is anything other than wood, an all purpose cleaner may be used. Don't forget to move furniture away from the walls to check for any debris that may have fallen behind or underneath.
4. Vacuum carpeting, under sofa cushions and under chair cushions.
5. Thoroughly clean air conditioning/heating unit with a damp sponge and all purpose cleaner. The grill/cover should be free of dust and debris. Re-attach cover.
6. If you have overhead light fixtures, be sure to clean the globe with warm water. Also, clean all receptacle covers and switch plates.
7. Wipe down baseboards and baseboard heating units.
8. Be sure to clean all blinds.

CLEANING SUGGESTIONS

When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue left, take a clean wet cloth and wipe it clean.

When you are done in the bathroom, kneel down and look at the ceramic tile by the tub to see if the soap scum is gone. Also, look at the soap dish and toothbrush holder, to make sure that the bottoms are clean. Check the bathroom in particular to make sure that all hair is gone.

When you are finished in the kitchen, look at the tile at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood for leftover grease.

Don't forget the closets! These must be cleaned, swept and scrubbed.

If you are having trouble removing particles from microwave, heat a cup of water for a few minutes and the steam from the water will help loosen food particles and dirt.

Mr. Clean Magic Eraser is good for cleaning, walls, refrigerators, and white countertops.

GENERAL

1. Carpets must be **Professionally Cleaned** by a cleaning service to remove all stains and ground in dirt (Make sure you vacuum first!) **Receipts must be turned in with your keys. If you do not turn in a receipt, we will have no other option but to have the carpets re-cleaned and charge you for it. This must be done prior to lease expiration.**
2. Blinds must be taken down and washed with soap and water, dried and re-hung. Please make certain soap streaks are gone.
3. All personal items must be removed from unit.
4. All nails, picture hooks, and anything used to hang pictures/posters should be removed from the walls or ceiling. Dust cobwebs from corners. Clean ceiling light fixture covers or globes.
5. If maintenance is needed anywhere in the apartment, report it to the office NOW and have it repaired prior to July 1st. A 20% administrative fee will be added to all security deposit charges, including any unpaid work orders.
6. Smoke detectors must have an operating battery, all light fixtures and lamps must have working bulbs, and fire extinguishers must be charged.

OTHER DEDUCTIONS

In addition to any cleaning charges, the following items will be deducted from security deposits if they are not paid before the end of your lease :

Late fees, Outstanding Invoices, Unpaid/Utilities, Charges for Returned Checks, additional damage to apartment or furniture and carpet cleaning (if receipt is not turned in).

MOVE OUT PROCEDURES REMINDERS

1. All lights bulbs must be in lamps, sockets, etc. And be in working order. All smoke detectors must have batteries and be in working order. Fire extinguisher must be in working order and fully charged. If any of these items are missing or do not work properly, your security deposit will be billed accordingly.
2. ALL keys must be returned upon move-out. If keys are not returned, you will be charged the cost of changing the locks and \$25.00 per unreturned key.
3. Our office MUST have a forwarding address for you before you leave. We prefer if you mail it to Westside Village Office ASAP or you may submit it with your final rental payment.
4. You must call Allegheny Power at 1-800-255-3443 and inform them your lease termination date and make arrangements to have the final meter reading done. **You MAY NOT have the utilities taken out of your name until you EXACT LEASE EXPIRATION DATE or you will be charged a \$50.00 disconnect utility fee.**
6. You must call cable and phone providers and arrange to disconnect you services.
7. Any questions concerning move out procedures can be addressed by calling our office at 814-234-1707 or by mail to the Westside Village rental office.

We would love to return a full Security Deposit to each and every one of you! We invite any of you to be present during the inspection of your unit. You must be prepared, to turn over ALL keys at that time, and entry back into the unit will not be permitted. However, this must happen prior to the lease expiration date & is on a first come first serve basis, so schedule far in advance. Also, if we point out something that is not satisfactory, do not ask us to wait while you clean it again. Our schedules at that time of the year do not permit it.

Please be reminded that according to your lease, there will be a \$200 per day charge levied against any tenant that occupies the premises beyond the ending date of the lease. All lease dates end promptly at 12 NOON. We have enjoyed your residency in our community and we wish you well in your new home!

Cleaning Cost Sheet

All costs below are per room/per item

	Full Clean		Wipe
Kitchens			
Refrigerator & Freezer	\$ 25.00		\$ 15.00
Stove & Oven	\$ 50.00		\$ 30.00
Range Hood	\$ 20.00		\$ 10.00
Dishwasher	\$ 15.00		\$ 10.00
Microwave	\$ 15.00		\$ 10.00
Countertops & Sink	\$ 20.00		\$ 10.00
Cabinets - In & Out	\$ 20.00		\$ 10.00
Floor	\$ 15.00		\$ 10.00
Light Shades	\$ 5.00		\$ 3.00
Walls	\$ 20.00		\$ 10.00
Blinds	\$ 15.00		\$ 10.00
 Living Rooms			
Windows & Sills	\$ 14.00		\$ 7.00
Light Shades	\$ 5.00		\$ 3.00
Blinds	\$ 15.00		\$ 10.00
Baseboard	\$ 15.00		\$ 10.00
Furniture	\$ 20.00		\$ 10.00
Carpet/Floor	\$ 80.00		\$ 60.00
Walls	\$ 20.00		\$ 10.00
 Bedrooms			
Windows & Sills	\$ 14.00		\$ 7.00
Blinds	\$ 15.00		\$ 10.00
Carpet/Floor	\$ 80.00		\$ 60.00
Furniture	\$ 20.00		\$ 10.00
Light Shades	\$ 5.00		\$ 3.00
Closet	\$ 7.50		\$ 5.00
 Bathrooms			
Tub/Shower	\$ 25.00		\$ 15.00
Walls	\$ 20.00		\$ 10.00
Toilet	\$ 20.00		\$ 15.00
Floor	\$ 15.00		\$ 10.00
Sink & Vanity	\$ 15.00		\$ 10.00
Mirror/Med. Cabinet	\$ 10.00		\$ 5.00
Exhaust Fan	\$ 10.00		\$ 5.00
Lights	\$ 5.00		\$ 3.00

*** Trash removal - \$35 per bag - \$100 per item for large items such as furniture

*** Extra heavy cleaning is rate above + 20% increase in rate

*** We use a third party cleaning company. These are the rates for cleaning as contracted.

*** Prices do not include PA Sales Tax

*** Prices do not include the 20% Administrative Fee charged if

Westside Village's contractors have to clean the apartment.

Damaged Items Cost Sheet

The following is a list of items and the **ESTIMATED** costs (excluding sales tax) associated with the replacement of such items. In the instance that the replacement of these items does not derive from normal wear and tear, these are the costs that one can expect to be deducted from their Security Deposit. In special circumstances, there may be items deducted from your Security Deposit that do not appear on this list. This list should not be considered a full and complete list. In addition to these costs, other costs such as unpaid rent, late fees, unpaid utilities, NSF fees, lease violation fines and heating oil (if applicable) will also be deducted from your Security Deposit.

Drip Pans	\$10.00	each	Bedroom Door	Market Rate - each
Drip Pan Rings	\$10.00	each	Bedroom Door Knob	Market Rate - each
Range	\$335.00	each	Bifold Closet Door	Market Rate - each
Range Racks	\$34.00	each	Standard Closet Door	Market Rate - each
Refrigerator Bars	Market rate - each		Window Blinds	\$7.00 each
Refrigerator Brackets	Market rate - each		Window Screens	\$50.00 each
Freezer Bars	Market rate - each		Windows	Market Rate - each
Freezer Brackets	Market rate - each		Ceiling Tiles	\$8.72 each
Refrigerator Crisper Drawers	Market rate - each		Bifold Closet Knob	\$0.98 each
Refrigerator Racks	Market rate - each		Dresser	Market Rate - each
Refrigerator	\$528.00	each	Mattress	Market Rate - each
Microwave Plate	\$20.00	each	Box Spring	Market Rate - each
Microwave	\$200.00	each	Bed Frame	Market Rate - each
Dishwasher Racks	\$37.50	each	Coffee Table	Market Rate - each
Dishwasher	\$198.00	each	Futon	Market Rate - each
Cabinet Knobs	\$1.07	each	End Table	Market Rate - each
Cabinet Shelves	Market rate - each		Entry Door (wooden)	Market Rate - each
Cabinet Doors	Market rate - each		Entry Door (Steel)	Market Rate - each
Kitchen Counter Top	Market rate - each		Entry Door Knob	\$100.00 each
Dining Table	Market rate - each		Regular Light Bulbs	\$1.00 each
Dining Chairs	Market rate - each		Smoke Detector	\$46.95 each
Appliance Bulbs	\$1.00	each	Smoke Detector Batteries	\$1.50 each
Kitchen Faucet	\$44.77	each	Fire Extinguisher	\$25.00 each
Fluorescent Light Bulbs	\$3.50	each	Fire Extinguisher Re Charge	\$25.00 each
Refrigerator Door Gasket	Market rate - each		Light Fixture Globes	\$35.00 each
			Light Switch Covers (single)	\$0.50 each
Shower Doors (stall)	\$155.95	each	Light Swith Covers (double)	\$0.60 each
Shower Head	\$6.99	each	Light Switch Covers (triple)	\$1.40 each
Shower Stall	\$431.80	each	Outlet Covers (single)	\$0.30 each
Bathtub	\$355.91	each	Cable Jack Plate	\$0.30 each
Toilet Paper Bracket	\$3.39	each		
Toilet Paper Spindle	\$0.50	each	Air Conditioner	market rate - each
Towel Bars	\$1.79	each	Trash Removal	\$25.00 /bag or box
Bathroom Mirrors	Market Rate - each		Personal Property Removal	\$25.00 /bag or box/month
Vanity Counter Top	Market Rate - each		Carpet Replacement	market rate - each
Bathroom Door	Market Rate - each		Vinyl Replacement	market rate - each
Bathroom Door Knob	\$20.00	each	Door Stop	\$3.70 each
Bathroom Faucet	\$60.00	each	Exit Sign	\$50.00 each
Bathroom Sink Bowl	Market Rate - each		Fluorescent Light Cover	\$26.00 each
Vanity Light Bulbs	\$1.00	each		
Toilet Seat	\$13.56	each	Fire Apparatus Tampering Chg.	\$25.00 per item
Toilet Tank Lid	\$35.00	each		
Toilet	\$125.00	each		
Towel Bar Bracket Set	\$5.49	each		

*** In addition, as per the lease agreement, there will be a 20% of all security deposit charges.

Painting Cost Sheet

General Painting	\$1.00-\$2.00/sq. ft.
Small holes anywhere from 0' to 3x3	\$50.00
Large holes anywhere from 3x3 up to 6x6	\$100.00
Anything larger than a large hole	Cost to replace drywall in addition to the labor @ \$35.00/hr.

If you plan to paint any portion of the apartment by yourself you must get the paint from us.

If you do not receive the paint from us you will be charged to repaint.

If you plan to repaint any drywall yourself it must be inspected by a member of our

Maintenance staff to insure it is done properly.

Otherwise you will be charged to repair the drywall.

WHERE SHOULD WE SEND YOUR SECURITY DEPOSIT CHECK?

*Please note –you are on a joint & several lease. Therefore, 1 check will be issued with all the Tenants' names. If you wish to have separate checks a \$10 separate check fee will apply for each additional check that is written and we must have addresses and an original signature for every tenant who occupied the unit. That means that each Tenant on the lease must fill out and sign this form if separate checks are requested. If this form is not signed by every person on the lease in the event that you do want separate checks, only one check will be issued. If you are unable to provide addresses for everyone or get everyone's signature – we cannot issue separate checks.

Unit Address: _____

Tenants: _____

Please check appropriate

_____ - I/we wish to receive only 1 check with all tenants' names.

_____ - I/we wish to receive separate checks in divided in equal amounts. I/we understand that there will be a \$10 fee for each additional check that is written. (ie. No charge for 1st check) and that the separate check fee will be deducted from the security deposit.

Tenant Name/Print & Sign: _____

Room Occupied: _____ Expected move out date _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

Room Occupied: _____ Expected move out date _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

Room Occupied: _____ Expected move out date _____

Forwarding Address: _____

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Tenant Name/Print & Sign: _____

Room Occupied: _____ Expected move out date _____

Forwarding Address: _____

Tenant Name/Print & Sign: _____

Room Occupied: _____ Expected move out date _____

Forwarding Address: _____

Directly From Rules & Regulations of Lease Agreement

IMPORTANT REMINDERS BEFORE MOVING OUT

Tenant(s) are not to deface walls or ceilings with holes, nails, screws, tape, glue, dart holes, tack holes or other objects. Should the tenant do otherwise, then the tenant shall take full and total responsibility for the repair, replacement, painting or other costs made necessary by their action, including all costs.

- Tenant will inspect the smoke detector monthly and is responsible for the malfunction of smoke detectors whether as a result of weak, defective, or inoperable batteries or otherwise. Should tenant fail to keep a charged battery in the smoke detector or permit the smoke detector to be damaged in any way, Tenant will be charged \$25.00. Tenant shall also be responsible for the care and maintenance of the fire extinguisher. The fire extinguisher will be charged when resident moves in and must remain charged during tenancy and upon vacating. If for some reason the fire extinguisher is discharged, tenant must make arrangements with our office to recharge it. The cost of recharging or the replacement of the extinguisher will be billed to all residents of the unit unless it has been used to put out a fire. All fires, however minor, must be reported to the office.
- Residents will be charged the following for below mentioned items:
 - a. Check returned from the bank \$35.00
 - b. Lockout fee after office hours \$50.00
 - c. Late Rent \$5.00/day
 - d. Tampering with fire alarms \$500.00 + criminal charges & \$25.00 per occurrence
 - e. Illegal Pets \$1500.00 one time charge if caught with a pet
 - f. Lost Key \$25.00
 - g. New lock \$100.00
 - h. Trash Removal \$35.00/bag or box
- Residents will also be charged for anything broken or damaged, which did not occur as a result of normal wear & tear.
- Owner shall furnish all light bulbs for rental unit at move-in and thereafter tenant shall replace any burnt out bulbs throughout the lease term. No string lighting is permitted to be hung either inside or outside the unit.
- Any trash left on the grounds, porches or balconies will be removed and the tenant will be charged at a rate of \$35.00 per bag or box.
- Resident agrees to the following move-out procedures.
- Provide a forwarding address in writing for all residents on the lease.
- Return all keys to landlord. DO NOT leave keys in the unit. Any keys not turned in will be charged to the tenant at a rate of \$25.00/key & \$100.00 for the each lock needing changed as a result of failure to turn keys in.
- Carpets must be professionally cleaned and a receipt must be submitted to landlord when keys are turned in. If you do not provide a receipt, Landlord will have the carpets cleaned and this charge will be deducted from your Security Deposit.
- Only one check will be sent made payable to all tenants on lease unless previous arrangements have been made.
- An administrative charge equal to 20% of all security deposit CHARGES will be made upon returning the security deposit.
- All damages above normal wear and tear will be charged to security deposit.
- A \$200.00 overstay fee will be charged for every day a unit is occupied after the lease ending date.
- Notify Telephone Company of your departure and have final meter readings done on electric, gas and oil (if applicable). If meter readings and final bills are not paid, you will be charged all utility costs plus an additional \$50.00 on your final security deposit statement.
- All utility bills must remain in resident name, including electric bills, from the lease start date until your exact lease expiration date. At no time during the lease term should any utilities be disconnected or put into another name at any time before lease expiration. Each time a utility is disconnected early, you will be charged all utility costs plus an additional \$50.00 on your final security deposit statement.