



MOVE – OUT PACKET

Dear Resident(s):

It is unbelievable that the 2009-2010 school year 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, all personal property will need to be removed, all resident keys returned and a signed surrender of possession form turned in at the office.

During our pre-move out inspections in March and April we compiled a list of items that need to be corrected. These items will be 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
814-231-9000
Katie.Eick@meridianoncollegeavenue.com

GENERAL INFORMATION ABOUT MOVE-OUT

Please remember that your lease ends at 12:00 Noon on AUGUST 01, 2010. 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 1st, 2010, 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.

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. 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 August 1, 2010. **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.**

Make sure you fill out and return a change of address form for the postal service. Change of address forms are available by the mail boxes or in the rental office.

FIRST 15 APARTMENTS ONLY

If you and (all) your roommates complete the move out process with the rental office by May 24th @ 5:00 you 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.** Please contact the rental office to schedule an apartment cleaning inspection. This will prevent any cleaning charges being deducted from your security deposit.

***Please Note: There will be a 15% administrative fee attached to all services and repairs.**

KITCHEN

CABINETS AND DRAWERS: Cleaned inside and out. Leave no crumbs or personal belongings. Boxes will be located in the mailroom for unopened non-perishable food goods that you no longer want.

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: 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.

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

FLOOR: Must be scrubbed and waxed (unless it is no-wax vinyl) 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.

WINDOWS: Must be cleaned inside with no streaks. Outside windows on the ground floor should be cleaned. 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.

BATHROOMS

CERAMIC TILE: Must be cleaned and shining with no soap residue or white residue remaining.

BATHTUB ENCLOSURES AND 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 and waxed (unless no-wax vinyl floor). 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 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 out of 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 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.

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.

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.

Please call the Meridian office to schedule an apartment cleaning inspection; this inspection cannot be performed until all residents have completely moved out. At the time the inspection is performed, we will tell you what level of cleaning is needed. Payment is due at that time along with your surrender of possession, keys and carpet cleaning check. Two checks will be required, one for carpet cleaning and one for general cleaning.

If you fail to make arrangements at such time, the office will inspect and schedule a cleaning. We will deduct the cost for this along with a 15% administration fee from your security deposit.

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, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.

FINAL NOTES

When you are ready to check out, please come to the office with your keys, cleaning payments and your surrender of possession form.

Please make note that you are responsible for your electric service through July 31, 2010. You can 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, 2010, we will pay your final bill and the amount of the bill plus a 15% administrative fee will be deducted from your security deposit.

Allegheny Power 1-800-ALLEGHENY

The Meridian has paid for your basic cable service. You do not need to call the cable company to disconnect unless you have premium channels or any equipment that was not included with the basic package.

Please make sure you call the phone company and any internet providers to disconnect your services. Inform them of the date you wish to terminate service and give them a forwarding address to which they can send your final bill. **It is very important to disconnect your service, as new residents will be unable to get service if you have not terminated yours and you will continue to be billed.**

SECURITY DEPOSIT

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.

*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,
we offer our best wishes to all of you in the future!*

Meridian on College Avenue
Management and Staff