

## Move-Out Guide

This hand out should serve as a guideline for your move-out procedure. When in doubt, please do not hesitate to call the office at 814-272-7772 Monday—Friday 9:00-4:00, but keep in mind these basic Must DO's:

1. The lease end date is **August 7, 2021 at 12:00 noon promptly**. At that time all keys, professional carpet cleaning receipt, and security deposit return forms must be turned into the office. Please remember according to your lease, there may be a \$200 per day charge levied against any tenant that occupies the premises beyond the ending date of the lease.
2. Make sure your account balance is **ZERO** – your online account is accessible 24/7 until the expiration of the lease. Please remember that you have entered into a joint and several lease, meaning all persons on the lease are viewed as a group and not individuals. If there is a balance on your rental account it will be taken out of security deposit, no exceptions. **Remember you cannot use your security deposit as your last months rent.** If you do not pay your last months rent, you may be charged late fees. Late fees can add up to an additional \$150 per month. Your last rental payment is due July 1<sup>st</sup>.
3. Return **ALL KEYS** to the office no later than August 7, 2021 at 12 noon. A Receipt of Keys form must be completed and turned in along with all keys. If you are returning your keys after hours a Receipt of Keys form can be found in the move out box located on the patio table on the front porch of the office. Envelopes can be found in the box for you to place your keys, Receipt of Keys form, cleaning receipts and Security Deposit Return Form, you can then slip the envelope through the drop slot located in the side door of the office. If keys are not returned, LRPM will schedule a locksmith to rekey the locks for the safety of the future tenant. The cost of the rekey will be charged to the unit's security deposit.
4. 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 Final Statement of Security Deposit to you in a timely manner. Please remember that you are in a joint and several lease.

**All tenants must complete and submit a Security Deposit Return Form.**

**All tenants must agree to the same option; one group check OR multiple checks.**

If each tenant does not submit a form, you will receive one check. This check will be issued to all names on the lease, meaning the bank might not cash it until everyone is present with ID to sign the check.

5. Review the **Understanding the Inspection** sheets-These sheets outline LRPM's move out inspection process and how deductions from your security deposit are determined.
6. Remove **ALL personal property**. Personal property remaining is now considered abandoned. Legacy Realty will notify you via first class mail and **YOU MUST** contact us in writing within ten days of the postmark date of the notice to request the property be retained or stored. IF requested, storage will be provided for up to thirty (30) days from the postmark

date of the notice at a place of Legacy Realty's choosing, and you will be responsible for costs of storage(\$25.00/day).

7. **Utilities** - You must call all your utility companies – electric and gas(if applicable) and inform them of your lease termination date and make arrangements to have the final meter reading done and to disconnect your services. You **MAY NOT** have the utilities taken out of your name before the last business day prior to the **EXACT LEASE EXPIRATION DATE** or you may be charged a \$200.00 early disconnect utility fee.
8. **Sublets** - If you have roommates or sublets it does not relieve anyone from the responsibility of leaving the apartment in the best possible condition. For example, if you are planning on moving out early and you clean the apartment in June but have roommates that are occupying the unit till the end of the lease, this means the apartment may need to be re-cleaned again prior to lease expiration. The responsibility for the cleanliness of the apartment ultimately falls on the leasing tenants. Please talk to one another to make a move out cleaning plan!
9. **Schedule Move Out Inspection** – IF you would like to be present during the move out inspection, you must schedule an appointment with LRPM, prior to the lease expiration date. All appointments are on a first come first serve basis. Email LRPM to schedule in advance.

## **The Ultimate Cleaning Guide**

Before the expiration of your lease, your priority is to restore the unit to its original condition.

### **Suggested Cleaning Supply Check List**

The following is a convenient checklist of supplies needed to clean your apartment properly:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Oven Cleaner      | <input type="checkbox"/> All purpose Cleaner    | <input type="checkbox"/> Floor Cleaner                  |
| <input type="checkbox"/> Sponges           | <input type="checkbox"/> Commode Brush          | <input type="checkbox"/> Rags/old socks to clean blinds |
| <input type="checkbox"/> Brillo Pads       | <input type="checkbox"/> Garbage Bags           | <input type="checkbox"/> Scrubbing Bubbles              |
| <input type="checkbox"/> Abrasive Cleanser | <input type="checkbox"/> Soap Scum Cleaner      | <input type="checkbox"/> Vacuum with attachments        |
| <input type="checkbox"/> Paper Towels      | <input type="checkbox"/> Mold & Mildew Cleaner  | <input type="checkbox"/> Feather Duster                 |
| <input type="checkbox"/> Furniture Polish  | <input type="checkbox"/> Toilet Bowl Cleaner    | <input type="checkbox"/> Mop                            |
| <input type="checkbox"/> Dusting Cloth     | <input type="checkbox"/> Bleach Cleaner         | <input type="checkbox"/> Lime Away or CLR               |
| <input type="checkbox"/> Broom             | <input type="checkbox"/> Mr. Clean Magic Eraser |   |
| <input type="checkbox"/> Dust Pan          | <input type="checkbox"/> Window/glass cleaner   |   |

### **In the Kitchen**

1. **Oven**-Spray the oven, stovetop, burner pans (This is the pan under the burner, also called a drip pan.) If they are extremely dirty it is easiest to replace them; these can be purchased at Lowes, Home Depot, Walmart, Target, etc.), broiler pan, racks, etc. 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 burner pans (drip pans) and inside, as well as outside of the stove drawer. The entire top of the stove that the burner pans rest in lifts up, make sure you lift to clean. Please be sure to clean the sides of the stovetop; this is where a majority of food grease and particles collect. You must do this to clean the oven thoroughly. The racks inside the oven can be removed in order for the oven to be cleaned properly. Sometimes oven cleaner can leave behind a white residue. By wiping with a wet cloth, the residue easily wipes away. Please make sure the white residue is completely gone. If your oven has a self cleaning feature, you can try to use this prior to using oven cleaner, however this will have to run for several hours. **Do not use oven cleaner if you are using the self cleaning feature on the oven, this can cause the oven to catch on fire. Once you**

**have run the self cleaning cycle you can then clean the oven using oven cleaner, however please make sure the oven is cool.**

2. **Hood Range**-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. Magic erasers often work well to clean the hood. If you have hard to remove grease, heat a pan of water on the stove and allow the steam to rise. This will allow grease and food grime to be removed easily.
3. **Microwave**-Clean the microwave inside and out with an all-purpose cleaner. Make sure all food particles are removed especially on the inside top. Sometimes food particles in the microwave are hard to remove, place a bowl of water in the microwave, heat it to boiling, and the food particles will usually wipe right off.
4. **Kitchen cabinets & drawers**-Empty out all cabinets and drawers. To get all of the crumbs out of the cupboards and drawers it is easiest to use a vacuum. Once you have vacuumed all the crumbs out, wipe down the cupboards, shelves, and drawers using all purpose cleaner and paper towels. Wipe off the outside of the cupboards. (Cupboards used daily or cupboards near the stove top may need special attention in removing build-up grease) If you have a microwave above your stove please check the sides of the cabinets as these often have grease build up too. Once you have cleaned the cabinets, **do not put items back in the cabinets**, go through and open each drawer and cabinet door to make sure there are no crumbs, hair, change, bottle caps, etc. Please keep in mind that you should start with the top cabinets and work your way down to the bottom cabinets. This will make cleaning easier.
5. **Refrigerator/Freezer**- Remove all food and beverage items from the refrigerator and freezer. Defrost freezer and wipe out any water/food particles using an all purpose cleaner. It is easiest to clean the refrigerator if all shelving and drawers are removed. These items can be cleaned in the kitchen sink with warm soapy water. Clean refrigerator by wiping off wire racks, inside walls, crisper drawers (and under the drawer) and shelves with all purpose cleaner or warm soapy water. Don't forget the butter drawer and in and around the door seal!! Lastly, wipe down the outside of the appliance with bleach or all purpose cleaner (top, sides and front). **DO NOT UNPLUG THE REFRIGERATOR!! SIMPLY TURN IT TO THE LOWEST SETTING.** Unplugging the refrigerator and shutting the door, could ruin the refrigerator. In this case, you may be responsible for the cost of replacing the refrigerator.
6. **Dishwasher**- Make sure the inside is completely free of food particles. To clean the inside, use a Brillo pads and cleanser. Don't forget about the inside rim/edge of the dishwasher door, as this often has food laying on it. Lastly, wipe down the outside of the appliance. Pay close attention to the buttons and inside edge of the door.
7. **Kitchen Sink**-Clean all food particles out of the sink drain/strainer. Using a Brillo pad and abrasive cleaner, thoroughly clean sink and fixtures. CLR or Lime-away work best around the sink fixtures to remove calcium deposits/buildups. Since water drops tend to dry leaving a dirty appearance, after cleaning, remember to wipe off the fixtures with a paper towel. To leave a streak free shine, spray glass cleaner on sink and fixtures then use a paper towel to wipe off. When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it clean.
8. **Counter Tops**-Wipe off all kitchen countertops with an all purpose cleaner. The countertop closest to the stovetop may need special attention of a Brillo pad and cleanser to remove built up grease. Do not leave streaks-wipe over the countertops with a paper towel and spray

cleaner. Once you have cleaned the countertops run your hands over them to make sure there are not crumbs or anything sticky remaining. 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 or microwave for leftover grease.

9. **Walls** – Wipe down to remove all food debris and grease left behind. Mr. Clean Magic Eraser is good for cleaning, semi-gloss walls (these are walls in the kitchen and bathrooms) only (do not use on flat paint-living rooms and bedrooms), refrigerators, and white countertops.
  
10. **Floor**-It's 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 area is where most build-up resides. After this is completed, clean the entire floor using a mop and floor cleaner. If floor dries with streaks, re-mop using only warm water.

### **Bedrooms & Living Rooms & Hallways**

1. **Window sills and window tracks** - Using a vacuum to sweep up all the dust first will help make cleaning the window track/sill easier.
  
2. **Closets**-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. **Heater Units/AC units-radiators & vent covers** – Thoroughly wipe down air conditioning/heating unit with a paper towels and all purpose cleaner. The grill/cover should be free of dust and debris. Be sure to use vacuum attachments to clean under heating units.
  
4. **Blinds** gather dust and grime. To clean, dry dust and then wet wipe them. If they are broken, LRPM will replace them. Here is a helpful hint to help clean blinds; use a sock or glove! Place the old sock or glove on your hand, and dip the tip (or fingers) into warm soapy water. Squeeze out any excess. Run your fingers along both sides of the first slat to remove dust. Repeat on the remaining slats, stopping periodically to rinse the dust off of the sock or glove.
  
5. **Floors**- Wipe down baseboards. Dust and grease collect along the edges, in the corners and around heating units. Remove all debris, dust and food particles. Broom sweep or vacuum and then mop using floor cleaner. Be sure to rinse your mop frequently. Using dirty water will leave a gray,white residue on your vinyl floors. Your floors should be the last thing that should be cleaned.
  
6. **Carpets** must be cleaned prior to lease expiration. Make sure you vacuum first and do your carpets last - you don't want foot traffic on your clean carpets. Carpets take time to dry! Plan at least 24 hours for your carpets to dry – airflow is important and will reduce the drying time. Professional carpeting cleaning receipts and machine rental receipts must be turned in with your keys. If you do not turn in a receipt, we will not know you have had them cleaned. LRPM will schedule carpet cleaning and the cost will be deducted from the unit's security deposit.

## **Bathrooms**

1. **Tub/Shower**-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!! Make sure to get rid of all mold/mildew. Soap scum can be very hard to remove, but using CLR or Lime Away can help to make the job a little bit easier.
2. **Toilet**-Cleaning the toilet is not a very fun job, BUT it doesn't take too long. Pour toilet bowl cleaner inside the bowl and wipe clean with brush, then flush. Make sure there is no ring in toilet bowl. If there is a ring you may need to repeat the process. Using bleach cleaner, spray down the entire toilet, wipe off lid, seat (behind and all around), and outside of bowl using a paper towel. Don't forget to clean at the foot of the bowl and around the bolts attaching it to the floor. That is where most of the dust seems to collect. After you are done cleaning the toilet, take a dry paper towel over the entire toilet, this will eliminate any hair and dust that might have been pushed around after cleaning.
3. **Medicine Cabinet/ Mirror/Vanity**-Like the kitchen cabinets, use the vacuum cleaner to get rid the inside of particles and hair. Spray down the outside and inside (the shelves) of medicine cabinet and vanity and wipe with a paper towel. Clean mirrors and sink fixtures with glass cleaner. Wipe out the sink using a sponge or paper towels and bleach cleanser. Rinse with only warm water and re-wipe with sponge. Again, don't let water drops lay, wipe off with paper towels. Finally wipe down everything with a dry paper towel. This will eliminate any hair and dust that might have been pushed around after cleaning.
4. **Heaters & Towel Bars**-Simply use an all purpose or bleach cleaner, spray down entire unit and wipe with a paper towel. Once again, taking a dry paper towel over the units eliminates the dust and hair. Make sure you clean under the heater as well! A mop will not get the dust under the heater vents.
5. **Final Checks** - When you are done in the bathroom, kneel down and look at the fiberglass surround/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! (We cannot stress enough that leaving hair and crumbs behind leave the appearance of an unclean apartment)
6. **Floor**-Lastly, it's time to clean the bathroom floor. First, sweep the entire floor. Next, use 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. **It is very important to not leave hair in the bathroom, so please check thoroughly.** Please remember, by simply taking a dry paper towel and wiping up the hair, you will ensure that nothing is left behind. If there is hair in the bathroom, even though you may have cleaned it, it leaves an appearance that you have not cleaned.

## Basement

1. **Personal Belongings** - Remove all furniture, games and sports equipment, clothing, storage bins and racks, bikes, weights, etc.
2. **Inspect for Trash** – Beer cans, bottles, caps, mail, decorative string lights to be sure that you've cleared the area of all debris. Use the broom to clear cobwebs from the ceiling corners and then sweep the floors.
3. **Stairs** - Use the broom to clear cobwebs from between spindles and then sweep treads.
4. **Dehumidifiers** – Applicable to all houses - LRPM supplies all humidifiers – please do not remove or turn off.

## Laundry

1. **Washer** - Start by running an empty, regular cycle on hot, using two cups of vinegar instead of detergent. Then combine vinegar and water and use this mixture to scrub down the inside of the machine. Finish by running one more empty, regular cycle on hot with just water. For the machine's exterior, wipe down the top and sides with an all-purpose cleaning wipe. Then use the hose attachment on your vacuum cleaner to gently pick up any dust and debris living behind the machine.
2. **Dryer** - To clean the trap, use a dryer lint brush to clean the opening. Vacuum the brush clean and repeat the process until there's no more lint to remove. Also look for stains inside your dryer – ink, dye and more! Finally, just like when you clean your washing machine, wipe down the exterior with a cleaning cloth and vacuum behind the dryer.
3. **Floors** - Saving this step for last ensures that any dust bunnies, dirt particles, etc., that made their way down to the floor will get swept away. Make sure you've packed up all baskets, trash cans, and hampers. Start in one corner of your laundry room, then mop in sections until the entire floor is clean.

## Porches, Front Stoops and Outdoor Areas

1. **Porches and Outdoor Areas** - Remove all furniture, sports equipment, shoes, etc. Inspect for trash – Remove beer cans, bottles, caps, cigarette butts, mail, decorative string lights to be sure that you've cleared the area of all debris. Use the broom to clear cobwebs from the ceiling corners and then sweep the floors.
2. **Stairs** - Inspect for trash – Remove beer cans, bottles, caps, cigarette butts, mail, decorative string lights to be sure that you've cleared the area of all debris. Use the broom to clear cobwebs from between spindles and then sweep treads.
3. **Yard/Driveway/Parking Area** – Inspect for personal belongings - Remove all furniture, sports equipment, shoes, etc. Inspect for trash – Remove beer cans, bottles, caps, cigarette butts, mail, decorative string lights to be sure that you've cleared the area of all debris.
4. **Bike Racks** - Don't forget to take your bike! If you can't fit it in your car, please email the office and we can store it for you.

## Helpful Hints for Cleaning

- **Look up** – All nails, picture hooks, and anything used to hang pictures/posters should be removed from the walls or ceiling. Remove all decorative string lights, dust cobwebs from ceiling corners, around windows and doorways.
- **Maintenance** – if you know something is damaged, report it to the office NOW and have it repaired prior to **July 1st**.
- **Fire Safety Equipment** – must be operational – if you have removed batteries or taken them down, please contact LRPM to schedule maintenance to have them reinstalled. If you

used the fire extinguisher, please tell us immediately so that we can replace it or have it refilled. The unit will be charged the cost of refilling or replacement.

- ***Share the cleaning responsibilities*** - If you are sharing cleaning responsibilities it is a good idea to check each other's work. In the past we have had roommates not understand why they have been charged for cleaning. Sometimes this is because one roommate may have promised to clean or do a certain part of the work, but they simply did not come back to do it and didn't tell their roommates.
- ***Photograph*** - As a last and final step and once everything has been completed, take pictures and a video of the entire apartment as a reference to use with any discrepancies between roommates or to compare with LRPM's Final Statement of Security Deposit.

## **Damaged Items**

In the instance that appliances, equipment, fixtures, etc. within the unit are damaged and the replacement of these items does not derive from normal wear and tear, these are costs (Labor & Materials) that tenants can expect to be assessed against their security deposit on an itemized Final Statement of Security Deposit.

**Materials** - Legacy Realty & Property Management, LLC seeks to find all materials at the best replacement cost available through local providers and national distributors. Damaged Items are replaced with like items or those of equal value, when available.

**Appliance Depreciation** - Refers to the loss in value of an appliance over time. Rental property appliances depreciate for 5 years.

### **Labor Rates:**

Heavy Maintenance Labor Rate    \$50.00/hour

Light Maintenance Labor Rate    \$30.00/hour

## **Damaged Items - Frequently Asked Questions:**

**Q:** How do you decide if an appliance is damaged?

**A:** If the appliance does not work, it needs replaced. If an appliance would cost more to repair than to replace or if the appliance has been serviced more than twice during the lease period.

**Q:** Why can't you just repair the appliance?

**A:** In some cases, LRPM can. For example, refrigerator door brackets – replacement parts can be ordered and the security deposit would be assess the cost of the bracket, shipping and labor to switch out the damaged part. In some cases, LRPM can not make repairs. For example, on the refrigerator door the seals are torn and/or missing. The refrigerator will not seal properly and food items will not be kept cold. The seals are not a replacement part – the entire appliance would need replaced.

**Q:** Can I replace the appliance?

**A:** You can let LRPM know if you believe you damaged something or an appliance is not working. No, the appliance is property of the Landlord.

**Q:** Can I sign the Security Deposit Return Form for my roommates?

**A:** No, each tenant must sign for themselves. We will compare signatures from previously signed documents



## **Abandoned Property Removal**

The signed lease states the unit must be completely empty at the expiration of the lease. Any items left behind will be considered Abandoned Property and the security deposit may be charged for removal and storage.

Upon lease expiration LRPM performs an inspection of every unit. Personal property left behind is considered abandoned. The items are inventoried, photographed, removed from the unit and stored. LRPM must notify prior tenants of personal property remaining within ten days of the expiration of the lease via USPS mail. Tenants have ten days from the postmark date of this notice to retrieve any items or to submit written request the property be retained or stored. IF requested, storage will be provided for up to thirty (30) days from the postmark date of this notice at a place of Legacy Realty's choosing, and requesting person will be responsible for costs of storage.

Personal Property Removal - \$50/per bag or box

Large item – furniture/appliance - \$100/item

Trash Removal - \$50/bag or box

## **Abandoned Items - Frequently Asked Questions:**

**Q:** What if I want to leave stuff behind for the next tenants?

**A:** Tenants must get prior *written* approval from the staff at LRPM. IF you do not have approval and items are left behind they will be considered Abandoned Property and the security deposit may be charged for the removal and storage of those items. The request must be made to LRPM no later than July 15, 2021 in writing, email is sufficient.

**Q:** What can I leave behind?

**A:** Only large items - Couch, Desk, Bed frame, Table & Chairs, Mini refrigerator - must be empty & unplugged. Please do not leave behind hygiene products, clothing, kitchen items & accessories - dishes, pots & pans, coffee pots, utensils, etc., food – please donate them to the State College Food Bank, electronics or cleaning products. LRPM does not keep any open products/containers.

**Understanding Painting Costs**

These definitions are meant to be a Rule of Thumb guide to help understand how LRPM may make deductions from the unit security deposit and how those charges will look on the Final Statement of Security Deposit.

**Touch-up** – can be done with a quick roller - chair or bed rubbed, scuffed the wall – normal wear and tear through the course of living in the unit – LRPM absorbs the cost

**Light** – one coat of paint – more than one wall must be completely painted

Ex. Furniture rubs/scuffs/discolorations, shoe prints underneath the desk

**Medium** – primer & two coats of paint - stickies, tape, wall anchors, screws, excessive nail holes (more than 12 per room)

**Heavy** – wall repairs, primer, two coats of paint – burn marks, dart board, drawings, writings on the wall, tenants have painted the walls, soot or grease must be treated and removed prior to painting, etc.

<b>General Painting</b>	
Touch-up	\$0.50/Sq. ft <b>**Legacy absorbs the cost**</b>
Light	\$1.00/Sq. ft.
Medium	\$1.50/Sq. ft.
Heavy	\$2.00/Sq. ft.
<b>Hole Repair</b>	
Small – up to 3” X 3”	\$50.00
Large – from 3” X 3” up to 6” X 6”	\$100.00
Anything larger	Cost to replace drywall in addition to the labor @ \$50.00/hr.

**Painting - Frequently Asked Questions:**

**Q:** Can I repair holes and paint the unit myself or have some else do it?

**A:** Tenants should remove all wall hardware – nails, screws, sticky tack, curtain rods – but do not make wall repairs or paint. LRPM subcontracts experienced, licensed dry wall repair technicians and painters to make repairs and paint. If unauthorized wall repairs or painting are done, the security deposit may be assessed the costs of repairs and repainting the area(s).

**Q:** How do you determine what needs painted?

**A:** Upon lease expiration LRPM performs an inspection of every unit. The units, walls are photographed prior to a lease beginning and at the expiration of each lease. During quarterly walk through inspections wall damage was noted and photographed. Those photographs are compiled, compared and the conditions of the walls assessed. Painting does NOT include trim or doors, walls only.

## Cleaning Cost Sheet

Every person has a slightly different definition of what “clean” means. These definitions are meant to be a Rule of Thumb guide to help understand the costs that may be assessed to the unit security deposit for cleaning. Please refer to The Ultimate Guide to Cleaning for a detailed description of cleaning your unit.

- **Light** – an attempt to clean was made but it didn’t meet the Move Out Guide standards  
Ex. They wiped down the refrigerator shelves, but when you take out the drawers there is three inches of soda
- **Medium/Heavy** – didn’t even try to clean, visible food and debris on floors, counters and appliances
- **Extra Heavy** – no cleaning done for months, it will take some serious scrubbing to clean the unit

All costs below are per room/per item priced. Prices do not include PA sales tax

	<b>Heavy/Medium</b>	<b>Light</b>
<b>Kitchen</b>		
Refrigerator	\$15.00	\$10.00
Freezer	15.00	10.00
Oven	25.00	15.00
Stove	25.00	15.00
Range Hood	20.00	10.00
Dishwasher	10.00	5.00
Microwave	15.00	7.50
Countertops	10.00	5.00
Cabinets Inside	10.00	5.00
Cabinets Outside	10.00	5.00
Sink	10.00	5.00
Floor	25.00	15.00
Light Covers	5.00	3.00
Walls	20.00	10.00
Baseboard	15.00	10.00
Windows	10.00	5.00
Blinds	15.00	10.00
Window Sills	5.00	2.50
<b>Living Room</b>		
Windows	10.00	5.00
Window Sills	5.00	2.50
Light Covers	5.00	2.50
Blinds	15.00	10.00
Baseboard	10.00	5.00
Carpet/Floor	15.00	10.00
Walls	20.00	10.00
<b>Bedroom(s)</b>		
Windows	10.00	5.00
Window Sills	5.00	2.50
Blinds	15.00	5.00
Light Covers	5.00	2.50
Baseboard	10.00	5.00
Carpet/Floor	15.00	10.00
Walls	20.00	10.00
Closet	10.00	5.00

<b>Bathroom(s)</b>		
Shower/Tub	25.00	12.50
Walls	20.00	10.00
Toilet	20.00	10.00
Floor	25.00	15.00
Sink	5.00	2.50
Vanity	10.00	5.00
Mirror/Medicine Cabinet	10.00	5.00
Exhaust Fan	10.00	5.00
Light Covers	5.00	2.50
<b>Additional Common Areas</b>		
Stairs	25.00	12.50
Basement	30.00	15.00
Porch/Deck/Patio	25.00	12.50
Hallway	30.00	15.00
Laundry Room	30.00	15.00
Garage	30.00	15.00
Trim and door wipe down		15.00
Door knob, outlet cover and switch plate cover wipe down		15.00
Ceiling Fan		15.00

## **Security Deposit Return Form**

In accordance with The Landlord Tenant Act, ALL Tenants are required to provide a forwarding address. Every unit is asked to submit a Security Deposit Return Form or we don't know where to send the Final Statement of Security Deposit. At the expiration of the lease, LRPM will inspect and photograph the unit according to the Move Out Guide.

In the instance that repairs and painting do not derive from normal wear and tear, these are costs that tenants can expect to be assessed against their security deposit on an itemized Final Statement of Security Deposit.

The Final Statement of Security deposit is sent out to the addresses YOU provide below and sent via USPS Certified Mail within 30 days of your lease expiration. Someone will need to sign for it at your address!

### **Frequently Asked Questions:**

**Q:** Can I send an electronic version?

**A:** Yes, as long as it's clear and legible. Please email it to [info@legacystatecollege.com](mailto:info@legacystatecollege.com).

**Q:** Do all the tenants need to sign the same form?

**A:** No, but EVERY tenant must choose the SAME option

**Q:** Can parents complete the form for their child?

**A:** No, the forms must be completed by the legal tenant of the unit.

**Q:** Can I sign it for my roommates?

**A:** No, each tenant must sign for themselves. We will compare signatures from previously signed documents.

**As a UNIT please choose ONE ~ option A or B - all Tenants must agree to same option:**

**OPTION A:** We wish to receive only 1 check issued to ALL tenants' names. We authorize Legacy Realty to send one check issued to ALL tenants' to the following person at the address provided below:

Address and Unit Number: \_\_\_\_\_

Tenant Name/Print &  
Sign: \_\_\_\_\_

Forwarding  
Address: \_\_\_\_\_

**All tenants must authorize Legacy Realty to issue this check by signing below.**

**Tenant #1:** \_\_\_\_\_

**Tenant #2:** \_\_\_\_\_

**Tenant #3:** \_\_\_\_\_

**Tenant #4:** \_\_\_\_\_

**Tenant #5:** \_\_\_\_\_

**Tenant #6:** \_\_\_\_\_

**\*\*Please note this option requires ALL tenants be present with ID to cash the check.**

**OPTION B:** We wish to receive **SEPARATE** checks divided in EQUAL amounts. 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.

Address and Unit Number: \_\_\_\_\_

All tenants must authorize Legacy Realty to issue these checks by signing below.

Tenant #1: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant #2: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant #3: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant #4: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant #5: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tenant #6: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_