

MOVING OUT INSTRUCTIONS

RE: Instructions for moving out of your apartment or house.

Dear Residents:

Certainly you are all very busy with preparations for final exams; however, please take a moment to review the following procedures for moving out:

1. Please make certain that all personal items are removed from the premises. Anything left behind after all the members of your group have left will be considered abandoned and properly disposed of at your cost if necessary. **The lease agreement ends on Spring Graduation Day. Spring Graduation Day falls on a Saturday. You must be totally moved out by the very next day which is Sunday. You will not have access to the premises after Sunday.** Please make certain everyone in your group is aware of the final move out date.
2. Please leave your apartment in a clean and orderly fashion. **Refer to the next page of provided cleaning instructions.** If your apartment is not properly cleaned, your group is subject to a cleaning fee deduction from your security deposits. Cleaning fee deductions begin at \$300 for the group and increase as needed. **Please properly dispose of all garbage. You are permitted by the Borough to place all garbage on the curb on any day during move out week. You do not have to wait until the night before collection to place garbage at the curb. Strong's Student Rental will retrieve empty garbage cans after collection.**
3. **If you have an Indiana Borough parking permit, remove it from your car and leave it on your kitchen table.** If you do not return a Borough parking permit to us, we are charged a \$50 fee to obtain a new one for the next residents. This fee will be withheld from your deposit. **If you have a Strong's Student Rental parking permit (SSR), you are not required to return it but should remove it as it will no longer be valid.**
4. At your residence you will find a stamped envelope for the return of your security deposit and house key. **Each member of your group must address an envelope with the address to where the deposit should be returned. If you do not provide an addressed envelope for the return of your deposit, you may not receive it.** It is the responsibility of the resident to provide a forwarding address. If you provide an incorrect forwarding address, we will not be held responsible for you not receiving your deposit. **Place your house key inside the security deposit return envelope and place the envelope on the kitchen table. Do not seal the envelope shut.** If your security deposit is carrying over to a new lease agreement with Strong's Student Rental's, place your keys in the provided envelope, however, you do not need to provide a return address. In this case, write your name only on the envelope. Be certain to place all of your keys in your envelope. This is how we determine who did and did not return keys. If you do not return your keys, you will be subject to a lost key deduction from your deposit. The last person to leave should make sure all windows are closed and locked and lock the door(s) upon exiting.
5. Do not forget to cancel your cable television/ internet service and return all leased equipment to the provider prior to moving out. Strong's Student Rental is not responsible for cable equipment or return item packaging which is left at the residence. Remember, items left behind are considered abandoned and are properly disposed of.
6. Fill out a forwarding address form at the post office. If you fail to do this, your mail will be lost.
7. Please feel free to contact us if you are in need of a reference for a future apartment, loan, or employment. We would be happy to provide you with as much assistance as possible.

We hope you all have an enjoyable summer. Good luck on your final exams and congratulations to all graduating seniors.

Strong's Student Rental's

Final Cleaning Instructions

In order to insure that you receive the maximum amount of security deposit return, the following cleaning procedures must be completed. Upon completion of all cleaning, each resident must sign and date this form and leave it on the kitchen table.

General Cleaning

1. Remove any and all tape as well as any glue left from tape.
2. Remove all nails but do not fill in nail holes. We use a certain type of filler.
3. Remove any and all types of stickers completely as well as any glue residue.
4. Make certain that all drawers (desks and dressers) are empty of all items and clean.
5. Dust all woodwork with a furniture polish.
6. Vacuum underneath all furniture and beds as well as open areas.
7. Clean underneath all cushions with a vacuum and then place them back on the furniture.
8. Remove mattress / box springs and dust and wipe all head and foot boards and bed rails with a damp cloth and or furniture polish. Place mattress/box springs back on the frame.
9. In any house or apartment where smokers live, the walls and ceiling must be washed with a proper cleaning solution and a damp cloth. Take care not to streak the walls.
10. Move all furniture and vacuum carpet edges.
11. Clean all closets and closet shelves. Vacuum and wipe with a damp cloth.
12. Clean mirrors, inside of windows, and window sills.
13. Remove all items belonging to you from all areas of the house both inside and out. If you leave items behind, they are considered abandoned and you may be charged for removal.
14. Do not shampoo or steam clean carpets. We will perform this service as part of our regular maintenance.
15. Do not touch up any paint.
16. Be certain to properly dispose of all garbage.

Cleaning Bathrooms and Kitchens

1. Thoroughly clean oven and refrigerator inside and out. Do not use any sharp objects to remove burned on food or ice.
2. Scrub bathroom fixtures and tub walls using a "scrub free" type cleaner and a non-abrasive pad.
3. Clean all chrome on kitchen sink and bathroom faucets.
4. Clean all kitchen and bathroom cabinets inside and out and wipe with a damp cloth.
5. Mop all vinyl or tile flooring. Please use a Swiffer cleaner or similar product on laminate flooring.

General Notes

1. Please follow all previously mentioned instructions regarding your security deposit envelope and house key. Failure to return a key will result in a charge for changing the lock and purchase of new keys.
2. Apartments will not be inspected until all residents have moved out.
3. **The last person leaving is not responsible for the final clean up. Please work together on the final cleaning.**
4. Any damages not claimed by a specific resident(s) will be deducted equally.
5. All residents must sign and date this form and leave it on the kitchen table along with the addressed security deposit envelopes containing each resident's keys.

TENANT DAMAGE/REPAIR AND SERVICE CHARGES

This is a copy of the Damage sheet attached to your original lease agreement.

Discharged Fire Extinguisher	\$35.00 each
Replace missing smoke detector	\$25.00 each
Replace missing smoke detector battery	\$12.00 each (includes \$10.00 fine)
Replace lost key	\$20.00 each
Re-Key apartment (keys not returned at move-out)	\$75.00 per door
Failure to return Indiana Borough Parking Permit	\$50.00 each
Broken single pane window	\$55.00 each
Broken double pane window	Material cost +labor
Missing or broken screen	\$55.00 each
Debris or trash clean-up (Including abandoned possessions, broken furniture, etc.)	\$30 per bag + \$32 per hour labor
Full apartment clean	\$300 minimum. Fees may be higher.
Partial clean (Fees apply if cleaning instructions are not followed.)	\$25.00 per room
Clean oven or refrigerator	\$50.00 each
Replace drip pans on stove	\$10.00 each
Carpet replacement (due to damages)	Prevailing price + labor
Painting (due to damages)	\$50.00 per room
Illegal pets	\$100 per day + damages
Noise violations	\$ 100 per incident
Garbage violations	\$50 per incident
Bulk beer violation (keg, party ball, excessive cans or bottles)	\$100 per incident
Damage repairs & replacement of damaged items.	Material cost + labor @ \$32 per hour