

MOVE OUT CHECKLIST

A Property Management Associate will complete a move out inspection of your apartment after you have moved out returning all keys and transmitters. To help insure the apartment is returned in the proper condition, please make sure the items listed below have been completed.

- 1. Return:** All keys and transmitters. Leave on kitchen counter and send a text to **814-932-3244 (Zach)** and let him know you are out and doors are locked when you leave (if possible).
- 2. Provide:** A forwarding address (leave with keys or texted to number above).
- 3. Utilities:** Inform the utility companies of your move-out and the date that service will revert (transfer) to the owner.
- 4. Auto-pay:** Turn off auto-pay on the tenant portal, this is not something we have access to

The apartment must be thoroughly cleaned. We reserve the right to re-clean any apartment not cleaned to OUR requirements-at the tenant's expense. We have found that these areas are usually overlooked and charges occur to the tenant: showers, range pans and range hood, inside drawers, and oven

All personal property and belongings must be removed from the apartment. Any items will be discarded at the end of the lease and if we need to move things out you will incur a charge for this service. Beckel Properties is not responsible for tenant's personal items left in the apartment no matter their value.

Keys will be returned as directed by the property manager. Do not take any keys with you or you will be charged for a new door lock to be purchased and installed. Keys not returned on time will incur a normal daily charge for the apartment.

- 5. Kitchen:** Thoroughly clean inside under and around all appliances with warm soapy water.
 - A. Refrigerator
 1. Wipe out interior of refrigerator and freezer.
 2. Clean under the crisper drawers and between rubber seals.
 3. Do not turn down or unplug the refrigerator, setting should be at 3 or average
 - B. Range
 1. Remove the burners; clean the drip pans and the area under the drip pans.
 2. Clean oven.
 3. Clean around oven door and hinges.
 4. On electric ranges, clean the bottom drawer and remove to clean the floor under the range.
 5. Remove the range hood filter and clean the area underneath the filter.
 - C. Dishwasher
 1. Clean the dishwasher racks, soap dispenser, silverware basket, knobs, door, door hinges and the seal around the door.
 - D. Misc.
 1. Clean sinks, light switch covers, cupboards (inside and out), walls, ceilings, floors, light fixtures, and floor trim.

6. Bathroom:

Thoroughly clean sink, toilet, tub, shower, showerhead, medicine cabinet, base cabinet, fan/light cover, walls, ceiling, floors, trim boards, mirrors, light fixtures, grab bars.

A. Tub / Shower

1. Clean around the top of the tub or shower surround and make sure all of the soap residue is removed.
2. Scrub the showerhead to remove all corrosion.
3. Clean faucets and all chrome so they are shiny and free of watermarks.

B. Toilet

1. Clean the toilet bowl, seat, tank exterior, base and bolt covers.
2. Remove toilet paper and clean dispenser.

C. Sink

1. All chrome should be shiny and free of waterspots. Clean sink and remove all soap residue in the sink and around the faucet and plug.

7. Living Room/Dining Room:

Thoroughly clean all walls, and ceilings, windows, balcony door, balcony door track, balcony, and balcony light fixtures.

8. Bedroom/Hallways:

Thoroughly clean walls, floors, ceilings, windows, window tracks, closets, light fixtures, trim boards and shelving.

9. Flooring:

All carpeting is to be steam cleaned.
Scrub vinyl with warm soapy water and remove black scuff marks.

10. Other:

1. Thoroughly clean the laundry room and the washer and dryer. Make sure the lint filter is clean.
2. Replace burned out bulbs.
3. Place all trash in the dumpster or trash cans outside.
4. In furnished apartments, wash and replace all linens and kitchenware.
5. **All Light bulbs within reach must be in working order. You will be charged for us to replace a light bulb**

Your apartment will be inspected based on the move-in and move-out form that corresponds to this list. Please refer to this form to avoid potential cleaning/damage charges. If you should have any questions concerning these items, please contact us.

Security deposits will be refunded via mail in accordance with PA State law within 30 days of lease expiration pending a satisfactory move-out minus any cleaning or damage charges, and all terms and conditions of your lease being satisfied. Thank you for staying with us.

KITCHEN:

Clean Range	\$35.00
Clean Dishwasher	\$25.00
Clean Microwave	\$25.00
Clean Refrigerator	\$45.00
Clean Range Hood	\$25.00
Clean Inside of Cabinets	\$40.00
Clean Outside of Cabinets	\$15.00
Clean Cabinet under Sink	\$15.00
Clean Countertops	\$10.00
Clean Dishes, Silverware, Pots & Pans	\$35.00

LAUNDRY:

Clean Floor	\$10.00
Empty Dryer Lint Filter	\$10.00
Clean outside of Washer /Dryer	\$10.00

FLOOR CLEANING PER ROOM:

Vacuum Floor	\$10.00
Steam Clean Carpeting	\$35.00
Scrub/Polish Hardwood Floor	\$35.00
Scrub Vinyl Floor	\$15.00

WINDOW WASHING

Wash Windows (Interior Side) - each	\$5.00
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BATHROOMS:

Clean Sink	\$10.00
Clean Toilet	\$15.00
Clean Tub/Shower	\$25.00

OTHER CHARGES:

Hole through wall board	(materials plus labor)
Nail and Screw holes	\$5.00 each
Damaged woodwork/trim	(materials plus labor)
Replace smoke detector	\$15.00
Trash removal	\$25.00 per bag/item
Burner pan replacement	\$15.00 each
Stained Upholstery	\$35.00 each item
Clean Linen (furnished apt)	\$35.00 per bedroom
Fire detector	\$45.00 per detector
Light bulbs	\$6.00 per light bulb

Damaged light fixtures, mirrors, doors, window screens etc. will be billed for material costs plus labor.