

Property Two 9 LLC

641 W 4th St Williamsport, Pa 17701

Office: 570-980-3024 **Email:** info@propertytwo9.com

Office Hours: Monday- Friday 9:00 AM to 1:00 PM

“Management you can count on”

MOVE-OUT INFORMATION

Dear Resident,

Thank you for being a resident with Property Two 9 LLC. With your lease coming to an end, we wanted to offer some helpful advice. We have attached the move-out cleaning check list and the rate sheet of what the potential charges could be. The main thing is to leave the apartment ready for someone else to be able to rent. If there is anything broken, not working, or needs attention please call the office to let us know before you leave. Whether you have given notice or been given a non-renewal your lease ends at midnight on either the date stated or the last day of the month. You should be 100% moved-out by that date and time, if not you are subject to daily rent charges. If you are responsible for the utilities, they must be kept on until the last day of the lease even if you leave early with or without permission of the Landlord. (If you give notice April 15 then your turn off day would be May 15th regardless of if you move out before hand). If the utilities are shut off early, a fee of \$25.00 a day will be added to your ledger. **The apartment is your responsibility until the keys are turned into the office and your 30 days have come to an end.** If you have any questions, concerns or want to do a walk through before your lease ends, please contact the office. We want to ensure that you get your security deposit back and if you follow these guidelines and sheets, it will help. You must provide a forwarding address is you want your security deposit or information sent to you. Your security deposit will be returned within 30 days of move-out (the return process doesn't get sent for approval until at least 2 weeks after you move out). Thank you again for your tenancy and we wish you the best for your future.

Sincerely,

Property Two 9 Management

Your move out date is: _____

Move-out Checklist

Date: ___/___/___ Unit: _____ Unit Cleaned Keys turned in

* Bedroom(s) and living spaces

- Remove anything left behind
- Clean ceilings and corners
- Wipe down walls
- Wipe down light switches and electrical outlets
- Clean ceiling fans
- Dust and wipe down window sills, door frames and trim
- Clean windows and any glass surfaces
- Sweep, vacuum and mop floors, shampoo
- Mark down if batteries for smoke detectors are needed
- Write down number of light bulbs needed if any
- Mark down any issues that still need to be corrected
- Make bed if applicable

* Bathrooms

- Turn the sink and tub/shower on the hottest setting and let run for 1 min.
- Use ½ cup of baking soda and ½ cup vinegar down drain and let sit for 5 min then run hot water again
- Clean toilet, shower/tub and sinks
- Clean any mirrors and vanities
- Wipe down walls in bathroom and shower
- Clean any mildew thoroughly
- Wipe down light switch and outlets
- Dust room and vent fan
- Sweep and mop floor, shampoo
- Mark down any lights that need changed and any issues

* Kitchen

- Remove all items from fridge/freezer and unplug and prop door open

- Wipe down all cabinets inside and out
- Clean all appliances and test to make sure they work
- In the sink use ½ cup of baking soda and ½ cup vinegar down drain and let sit for 5 min then run hot water again
- Clean and wipe down countertops
- Wipe down walls and dust room
- Mark down any lights bulbs that need changed
- Mark any issues that still need resolved
- Wipe down light switches and outlets
- Sweep and mop floor

* **Other**

- Make sure all lights, smoke detectors and appliances work
- Check floors for soft spots
- Check and clean furniture if applicable
- Make sure there is a fire extinguisher in the home
- Shampoo carpets if needed
- Leave forwarding address
- Remove Trash
- Turn off all lights and set refrigerator to low
- Groove is still in the room with battery

Resident(s):

Print: _____ Date: _____

Property Two 9 Coordinator

Print: _____ Date: _____

ADDITIONAL NOTES: