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## MOVE OUT INSTRUCTIONS

We share a common goal, we both want you to get your security deposit back IN FULL. For us, it is easier and faster to have the property returned in good condition and to quickly do the accounting to return your deposit. To accomplish this common goal, you need to pay special attention to the following information and complete all the move out procedures.

**\*\*RETURN THIS FORM WITH ALL OF YOUR KEYS AND/OR GARAGE DOOR OPENERS TO THE OFFICE at 414 W. Fourth Street Williamsport (drop box located to the left of the front entry door. Do not mail keys, they will jam up the postal machines, the envelopes rip apart and we get a torn apart envelope several days later. Please be aware your garage door opener may not fit in the drop box so must be returned during business hours. Do not leave keys at the property, in the mailbox, under the doormat, or under the counter. Keys must be returned to our office. Failure to return keys will result in rent being charged until we get them.**

Staple your carpet cleaning (professional steam or water cleanings only, no chemical dry cleanings or rented/owned machines that you use) receipt to this form. If you do not provide a receipt, we will have the cleaning done at your expense. We will not wait for you to return the receipt separately. We are happy to have the carpet cleaning done after you move out and keep the expense from your security deposit. If you don't have it done or it isn't clean, there are still stains, we will have to have it done and it will be your expense.

Name: \_\_\_\_\_

Address of property you are moving out of: \_\_\_\_\_

We will write the refund of the security deposit check back to all the leaseholders on one check unless you instruct us to split it between all the lease holders equally by signing here. All leaseholders must sign here for the check to be split. Equal division is the only way we will split it. Each check beyond one will incur a \$15.00 extra check charge. Please indicate your agreement by checking the appropriate box and signing below.

- I/We accept the security deposit being refunded in one check made payable to all leaseholders.
- We understand that we are requesting the security deposit refund be split equally between us and this will incur an extra check charge.

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Signatures Here- ALL LEASEHOLDERS MUST SIGN FOR SEPARATE CHECKS TO BE ISSUED

Forwarding addresses for all leaseholders:

_____	_____
_____	_____
_____	_____

Without forwarding address(es) we will not be able to send you your security deposit settlement. The PA Landlord Tenant Act requires you provide this to the landlord.

**\*\*RETURN THIS FORM WITH YOUR KEYS\*\*    \*\*RETURN THIS FORM WITH YOUR KEYS\*\***

### Tips and Reminders for Your Move Out

- ❓ Enclosed is a form to be returned to the rental office with your keys. Remember to return all keys and garage door openers to our office. Please pay attention to the enclosed form to get your security deposit back.
- ❓ We will perform the move out inspection after we have received your keys. We do all inspections on video, so the results of the inspection are captured accurately. We recommend you do the same so that any inconsistencies can be easily reconciled. We will not inspect your unit until all keys have been returned.
- ❓ Between now and your move out, we may need to have access to the apartment to show it to prospective residents. We will give you notice by email 24 hours in advance if we are going to show it.
- ❓ After your move out date you won't have access to your tenant portal. If you need to make payments, they must be dropped off or mailed to our office. We ARE NOT ABLE to change your automatic payments you have set up on the tenant portal. Please stop those to prevent payments made in error.
- ❓ Return all keys to the property to the One Focus Property Management office, including any laundry or mail keys, garage door openers, etc., you may have received.
- ❓ Keep utilities in your name until your move out date or the end of your lease period. If there is propane or oil and you are responsible for that expense, make sure the levels in the tanks are at least where they were when you moved in.
- ❓ Make sure light bulbs and smoke detectors are installed and in working order. (Replacing batteries and/or bulbs if need be) You will be charged for replacing burnt lightbulbs and dead batteries.
- ❓ When cleaning, be very thorough. It is common to forget to wipe out the cabinets, wipe down baseboards, or something small. Keep in mind if we must send a cleaner, the charge will be more than you expect because professional cleaners have minimum charges. There is no cleaner that can be hired to do minimal touch up work. To avoid cleaning charges, make sure there is nothing left to clean.
- ❓ Do not make wall repairs yourself. The quality of your patching and painting is not likely to meet our expectations and it is more economical for you to let that be done by our maintenance staff. Repairs done by you will likely require extra sanding and repainting. If you use the Command 3M Clean Release Mounting Strips we advise, we will remove those for you at our expense. We ask that you don't remove them yourself as you are likely to not remove them properly and possibly cause damage to the walls.
- ❓ Should you disagree with your security deposit settlement, we encourage you to submit your dispute in writing to us at the office. Include any evidence you have that your settlement is incorrect. If we have made an error, we will be happy to fix it. If we have evidence that our settlement is correct, we will provide that to you. Please do not call the office to discuss your settlement, we need your dispute in writing.
- ❓ Remember to have your mail forwarded to your new address. Any mail or packages that arrive after your move out date will not be kept or forwarded.
- ❓ Return your cable and internet equipment to the provider. We WILL NOT return this for you.

## Cleaning Checklist

There is no need to return this checklist to us. It is for your reference only.

### General

- ☐ Light bulbs and smoke detectors must all be in working order.
- ☐ Clean door thresholds
- ☐ Clean all windows and frames, baseboards, built-ins, etc.
- ☐ Remove all personal belongings, including, but not limited to: hangers, shelves, cleaning products, brooms, food, welcome mats, extra co-ax cable, grills, patio furniture, landscape décor, tv mounts.  
No matter how helpful you believe the items will be to us or a future tenant, do not leave any of your personal belongings.
- ☐ Put all window screens and storm windows back in place
- ☐ Leave command strips on walls. We will remove them to eliminate wall damage.
- ☐ Walls repairs and painting are best left to our maintenance team to fix. If you do your own patching, painting, etc. The expense will most likely be greater than if we fix it. In our experience, fixing patch jobs require extensive sanding and re-patching. We will also handle all touch up painting to be sure it matches. This will help eliminate additional painting to correct non-matching touch ups.
- ☐ Staple your carpet cleaning (professional steam or water cleanings only, no chemical dry cleanings or rented/owned machines that you use) receipt to this form. If you do not provide a receipt, we will have the cleaning done at your expense. We will not wait for you to return the receipt separately. We are happy to have the carpet cleaning done after you move out and keep the expense from your security deposit. If you don't have it done or it isn't clean, there are still stains, we will have to have it done and it will be your expense.

### Kitchen

- ☐ Scrub countertops and backsplash
- ☐ Mop/vacuum floors
- ☐ Cabinets (inside and out)
- ☐ Appliances (inside and out, behind and below)
- ☐ Oven/range – drip pans must be clean or replaced. Clean under hood and clean or replace vent filter. Drip pans can be purchased at Lowe's and you will need to know the brand of the stove when you look for them

### Bathroom

- ☐ Tub and surround, remove shower curtains
- ☐ Toilet – remove bleach, tabs, toilet scrubber, plunger
- ☐ Sink/vanity (inside and out)
- ☐ Mirror
- ☐ Floors
- ☐ Light fixtures

### Bedrooms

- ☐ Mop/vacuum floors
- ☐ Dust

- ☐ Clean shelves
- ☐ Remove personal curtains
- ☐ Dust ceiling fans/light fixtures
- ☐ Clean blinds or replace with identical blinds if broken or stained

#### **Living room**

- ☐ Mop/vacuum floors
- ☐ Dust
- ☐ Clean ceiling fans/light fixtures

#### **Laundry**

- ☐ Clean washer and dryer inside, outside, and behind. Clean lint trap.
- ☐ Mop/vacuum floors

#### **Exterior/Garage/Porch/Balcony**

- ☐ Porches and decks swept clean
- ☐ If you are responsible for lawncare in your lease:
  - Lawn/shrubs trimmed
  - Beds free of weeds
  - Pet messes cleaned up
- ☐ Clean shelves
- ☐ Sweep, clean oil off floor
- ☐ Wreaths, planters
- ☐ Trash removed. Cans removed if they weren't supplied by landlord.
- ☐ Arrange for bulk pickup if necessary or you will be removed at your expense.