

## **CHECK OUT PROCEDURE** **TURTLE CREEK**

1. Notify Toftrees Associates in advance of your exact moving date by calling 814.238.2550, by e-mail, or in writing to 701 Cricklewood Drive, State College, PA 16803. **Your unit must be clean and vacated no later than 12:00 NOON on your lease end date.**
  2. Return all keys, parking passes, and the forwarding address for each tenant to the Rental Office. All keys and parking passes must be returned on or before the day of vacating the apartment. Failure to return all keys and parking passes by **12:00 NOON on your lease end date** shall result in charges for re-keying the locks. Keys and parking passes are to be returned to the rental office either in person, by putting in an envelope in rent drop box or via certified return receipt requested mail with your name, building, and apartment number clearly displayed on a separate envelope containing the keys. **OUR OFFICE IS NOT OPEN ON WEEKENDS.** If you are moving out on Saturday or Sunday, you will need to drop in the rent drop box.
  3. If the apartment is carpeted, it must be **professionally** shampooed and free of spots. Resident must furnish a receipt for the shampooing to our office when the keys are returned. Alternatively, we can schedule to have the carpets cleaned for you after you move out. We use CitiClean and the cost is generally less than finding someone yourself. The cost varies depending on your unit size.
  4. Return all cable/modem boxes that you received to the Comcast/Xfinity Office located in State College.
  5. Follow the cleaning guide attached.
  6. Should you have a professional cleaning company clean your apartment for you, it must be completed by noon on the day of your lease end. It is the Resident's responsibility to ensure the cleanliness of the unit. If you hire a company to clean your apartment, it is not the responsibility of the office to call back the cleaning company you hired for any item that is not clean. The additional cleaning charge will come out of your deposit.
  7. Your apartment will be inspected after you have vacated and returned your keys.
  8. Your security deposit will be returned to you at the forwarding address you provide. The notification will be within thirty (30)-days from the end of your lease. The deposit refund will be payable to ALL parties of the lease.
- ◆ Please remember that there will be charges assessed against your security deposit if the above procedures are not complied with or if there is damage beyond normal wear and tear.
  - ◆ Delinquent rent, if any, will be charged against the remaining balance of the security deposit after charges for damages, as enumerated above, have been deducted. Outstanding charges such as late fees, sublet fees, or NSF check fees, will also be deducted from your deposit.

## CLEANING GUIDE TURTLE CREEK

### KITCHEN:

\_\_\_\_\_ **Stove** - Thoroughly clean and wipe all surfaces including oven. Pull stove away from wall and clean all surrounding areas as well as underneath, oven drawer, and exhaust fan. **DO NOT USE BRILLOW PADS, or any abrasive cleaning items** that will scratch the surface of the cook top. It is recommended you use a cleaner for glass flat top ranges. When using the self-clean cycle, please remove oven racks **prior** to clean cycle. After using the self-clean cycle, let the oven cool completely and wipe it out.

\_\_\_\_\_ **Refrigerator** - Clean all surfaces inside and out. (**DO NOT USE SHARP INSTRUMENTS!**). All shelving needs to be removed from refrigerator and cleaned. Pull refrigerator away from wall and clean behind and underneath. Turn the thermostat to its lowest setting: **DO NOT TURN OFF!** Place an open box of baking soda in the clean refrigerator to help eliminate odors.

\_\_\_\_\_ **Dishwasher** -Thoroughly clean and wipe all surfaces including rim of door.

\_\_\_\_\_ **Cabinets** - Clean shelves and doors inside and out, including lower cabinets. All surfaces must be grease free. (Murphy's Oil Soap works well).

\_\_\_\_\_ **Countertops** - Clean all surfaces and sides of counters.

\_\_\_\_\_ **Walls, woodwork and trim** - Clean and dust free. (Murphy's Oil Soap well).

\_\_\_\_\_ **Light fixtures** - All light fixtures must be clean and all bulbs replaced. **Replacing the light bulbs is a resident's responsibility!**

\_\_\_\_\_ **Floors** - Floors are to be scrubbed. (Murphy's Oil Soap).

### LIVING ROOM/DINING ROOM/BEDROOMS:

\_\_\_\_\_ **Walls and trim**- Must be cleaned. A cleaner such as diluted Mr. Clean works well.

\_\_\_\_\_ **Carpets**- Carpets must be professionally cleaned and receipt turned into the rental office. Note: By having receipts in our office there is no question about whether the carpets were cleaned. Our office can schedule carpet cleaning with 3D Carpet Cleaning after you move out and deduct that cost from your security deposit.

\_\_\_\_\_ **Air Conditioner** - Thoroughly clean cover including trim.

\_\_\_\_\_ **Light fixtures** - Clean and replace bulbs, if needed.

\_\_\_\_\_ **Closets** – Remove all belongings, clean floor, shelves, door, and trim.

\_\_\_\_\_ **Heat Registers** – Thoroughly clean including top and underneath each unit.

\_\_\_\_\_ **Windows** – Clean inside (and out on first floor) including sill, trim, and tracks.

\_\_\_\_\_ **Blinds**- Wash all window blinds to remove dust and marks.

**BATHROOM:**

\_\_\_\_\_ **Fixtures** - Scrub exhaust fan, commode, sink, tub/shower and stall walls. A disinfectant cleaner such as Tilex or Lysol Bathroom Cleaner work well. Be sure to rinse each surface well and wipe thoroughly. Please be sure to remove all soap scum from shower.

\_\_\_\_\_ **Doors** - Clean door

\_\_\_\_\_ **Cabinets**- Clean cabinets, mirror, and all other fixtures.

\_\_\_\_\_ **Walls/Doors**- Clean walls, doors, and trim (diluted Mr. Clean or other)

\_\_\_\_\_ **Floors** - Floors are to be scrubbed.

\_\_\_\_\_ **Light fixtures** - Clean and replace bulbs, if needed.

\_\_\_\_\_ **Radiators** – Thoroughly clean including behind and underneath each unit.

\_\_\_\_\_ **Windows** – Clean inside (and out on first floor) including sill, trim, and tracks.

\_\_\_\_\_ **Blinds**- Wash all window blinds to remove dust and marks.

**OTHER:**

- Any window blinds or screens that must be replaced will be done at actual cost plus 50% and will be deducted from the security deposit.
- Make sure that your smoke detector battery is in and working.
- All personal items and trash must be removed and disposed of in its proper container outside or resident will be charged for removal.
- Remove all tape, nails, picture hangers, etc. from walls. Use spackle to fill any holes and smooth out. Wipe off excess.
- Remove everything from storage locker in the basement if you have one.
- If you are leaving any furnishings for the new residents, we must have in file a copy of an agreement between present and future residents signed by all persons. All items left must be tagged that they are for the new residents or you will be charged for their removal.
- When moving, please do not pull vehicles in the grass areas or walkways. Vehicles may only be parked in designated parking lot areas. Should damage be caused to the grounds, you will be charged for any repairs.
- Remove items from the patio and broom sweep.