

CHECK OUT PROCEDURE COOPER'S POND

1. Notify Toftrees Associates in advance of your exact moving date by calling (814) 237-5598, by email, or in writing 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 and parking passes along with a written forwarding address. 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 Resident Manager or our office either in person 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 the keys and forwarding address in the rent drop box.
 3. If the apartment is apartment is carpeted, it must be **professionally** shampooed and free of spots. Residents 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. **Call West Penn Power to end service on the lease end date and have them place in the Landlord's name.** Return all cable boxes that you received directly to the Comcast office.
 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 your lease ends. It is the resident's responsibility to ensure the cleanliness of the unit. If you hire a company to clean the apartment, it is not the responsibility of the office to call back the cleaning company you hired for any item that is not clean. An additional charge will come out of your deposit.
 7. Your apartment will be inspected after you have vacated and returned your keys. We will mail you a copy of the inspection report.
 8. Your security deposit will be returned to you at the address you provide. The notification will be within thirty (30) days of 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 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 COOPER'S POND

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. Please use a Glass/Ceramic cooktop cleaner on the stove top. **Do not** use brillo pads or a hard abrasive to clean stove top due to scratching the surface. When using a self-clean cycle, please remove oven racks **prior** to clean cycle. After using self-clean, the oven will need to be wiped out.

_____ **Refrigerator** - clean all surfaces inside and out. (**DO NOT USE SHARP INSTRUMENTS!**). All shelving needs to be removed from the 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 the 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)

_____ **Countertop** - clean all surfaces and sides of counter.

_____ **Walls, woodwork and trim** - clean and dust free. (Murphy's Oil Soap)

_____ **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.

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 receipts turned into our office. Note: By having receipts in our office there is no question about whether the carpets were cleaned. Our office can schedule after your move out date with Citi-Clean Carpet Cleaning and deduct from your security deposit.

_____ **Air Conditioner** - Thoroughly clean cover including trim and filter.

_____ **Light fixtures** - clean and replace bulbs if needed.

_____ **Closets** – remove all belongings, clean floor, shelves, door, track, 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 is recommended. (Tilex or Lysol Bathroom Cleaner works; rinse well and wipe thoroughly or it leaves residue we must clean) 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.

OTHER:

Any window blinds or screens that must be replaced will be done at actual cost 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 residents will be charged for removal.

Remove all tape, nails, picture hangers, etc. from the walls. Use spackle to fill any holes and smooth out. Wipe off excess.

Please clean the patio area of weeds, leaves, snow, sticks, trash, pet waste, etc. Remove everything from storage shed. You will be charged if this is not done.

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 to say 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.