



REALTYLEASE PROPERTIES

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RealtyLease Properties
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Freyman Properties
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Dear Tenants:

It has been our pleasure to have you as a tenant this past year. Please refer to your lease or lease renewal for your exact move out date.

We will perform your unit move-out inspection when we have received your keys or shortly after the lease end date/time. If you would like to be present please call our office to schedule an appointment for the inspection. **All personal belongings must be removed from the apartment and your labeled keys returned to our office (or rent drop box) before 12:00 p.m. on your lease end date.** If you plan on completing all requirements for your move out inspection prior to your lease end date please contact our office with your key drop off date.

It is very possible to get a good portion, if not all, of your security deposit returned to you. In order to help you accomplish this, we have made a list of items below that will be checked in regard to cleaning. You will not be charged for normal wear and tear. **Keys and parking permits must be returned to the office, along with a forwarding address to return your security deposit.** If you do not return your keys and parking permits you will be assessed a fee of \$25/key and \$35/parking permit.

Please contact PPL Electric at 1-800-342-5775 and give them your lease end date.

General

- Windows – glass cleaned inside, streak free, window sills wiped down and free of dust
- Blinds – intact and free of dust
- Carpets – must be professionally cleaned by a cleaning service to remove all stains and ground-in dirt; If you have had a pet during your lease all carpets must be professionally pet treated. You will need to show proof of service such as a receipt. **If carpets are not professionally cleaned, a professional carpet cleaning company of our choice will be hired and you will be charged for this service along with a 15% service charge.**
- Non-carpeted flooring – cleaned, pay attention to edges and corners.
- Wood flooring – swept and wiped with water, **do not soak wood floors**, use only damp rags; be sure to get all edges and corners. **Do not wax wood flooring.**
- Furniture –all furniture must be removed and cleaned underneath. A fee will be incurred of \$50.00 per furniture item removed.
- Balconies & Porches – swept and clear of debris.
- Basements – completely emptied and swept.
- Smoke detectors – in good working order.
- Fire extinguishers- must be fully charged
- Lights – cleaned and working; dead bulbs must be replaced (\$4.00 charge per bulb we replace)
- Walls & Ceilings – free of cobwebs, wiped clean. All nail & picture hooks removed
- Closets- vacuumed and shelves cleaned
- AC Units & Heaters- free of dust

Kitchen

- Cabinets, Shelves, & Drawers – wiped down inside and out
- Counter Tops, Sinks, & Backsplash – clean and free from stains
- Refrigerator
 - Clean all wire racks, inside walls, crisper drawers, shelves, under drawers, and in and around the door seal.

- Move refrigerator out and clean underneath and on top
- Turn on to the lowest temperature setting. DO NOT TURN THE REFRIGERATOR OFF.

Stove

- Clean range top, back, front, oven, broiler, drawer and underneath burners; replace burner pans.
- Pull stove out and clean underneath.
- Clean range hood underneath, filter, light cover and top.
- Dishwashers and Microwaves– cleaned inside and out (be sure rubber door gaskets are clean).
- Floor – must be swept and scrubbed.
- Lights – shades must be taken down, cleaned and re-hung.

Bathroom

- Tubs & Showers – cleaned and shining without soap scum, powder residue or hair.
- Bathtub enclosures – cleaned and shining without soap scum, powder residue or hair.
- Toilets – cleaned inside and outside, especially around bottom without drips or hair.
- Medicine cabinets – emptied, cleaned inside and out, mirror wiped clean and free of streaks.
- Sinks - cleaned and shining without soap scum, powder residue or hair.
- Vanity – emptied and wiped down.
- Floor – swept and scrubbed
- Soap dish & Toothbrush Holder – cleaned inside & out.
- Toilet paper holder – wiped down.
- Shower curtains – removed and thrown away.
- Wash all walls and doors with a mild soap.

Some Suggestions:

- When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it down again.
- When you are done in the bathroom, kneel down and look at the tub to see if the soap scum is completely gone. Check the soap dish and toothbrush holder to be sure they are clean. Check to make sure all the hair is gone.
- When you are finished in the kitchen, check for any grease spots that may have been missed. Don't forget to check the bottom and edges of the range hood for leftover grease.
- Do not forget the closets. They all must be emptied, cleaned out, swept and scrubbed.
- Your apartment will be checked by touch as by sight. Run your hands over your counter, bathtub and sinks. If you come away with a white powder, it probably needs to be wiped again.

If you would like to hire a cleaning service we use:

J&S Cleaning (570) 295-2139

For carpets we have used:

Cyclone Cleaners: 570-726-6200

Stanley Steamers: 1-800-783-3637

Other Deductions: In addition to any cleaning or repair charges (\$35.00 per hour), the following items will be deducted from your security deposit if they are not paid before the end of your Lease: late fees, outstanding invoices, unpaid rent, charges for returned checks, legal fees that may have been incurred and any additional damage to either the apartment or furniture provided.

We wish you the best of everything in your future.

Sincerely,

Realtylease Properties