



# REALTYLEASE PROPERTIES

...A division of The Rainier Group, LP

143-147 East Main Street Suite 2C  
Lock Haven, Pennsylvania 17745  
Website: [realtyleaseproperties.com](http://realtyleaseproperties.com)  
Telephone: (570) 748-7032  
Fax: (570) 748-6464

Realtylease Properties  
Rapmitco Properties  
Freyman Properties  
Eagle Realty, LLC  
205 W Church, LLC  
PK1 Enterprises, LLC  
Old 3 Foot, LLC

Dear Tenants:

It has been our pleasure to have you as a tenant this past year. We are taking this opportunity to remind you that your Lease will expire at 12:00 Noon on «Lease\_End\_Date».

**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. «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. We will perform your unit move-out inspection after we have received your keys or shortly after the lease end date.

We know you would sincerely like to leave your apartment in the best possible condition in order to receive your full security deposit refund. This letter is to serve as a guideline for our move-out procedure. When in doubt, please do not hesitate to call the office at 570-748-7032.

You will not be charged for normal wear and tear.

- Make sure your account balance is **ZERO**. If there is a balance on your rental account it will be taken out of your security deposit. **Remember you cannot use your security deposit as your last month's rent.**
- **Keys** and **carpet cleaning receipts** must be returned to the office.
- The primary tenant in our system, «Tenant\_1\_Firstname» «Tenant\_1\_Lastname», will receive the full security deposit refund and is responsible for distributing it to all other tenants. If it is desired that someone else have this responsibility our office must be contacted with the new designee's name and a forwarding address form signed and submitted to our office no later than «Lease\_End\_Date».
- Please contact PPL Electric at 1-800-342-5775 and give them your **lease end date**.
- Review the item cost sheets. These sheets outline the costs that could be deducted from your Security Deposit if applicable. These sheets are intended to inform you of an estimated dollar amount that may be deducted from your deposit for damages, cleaning and/or repairs.
- Remove ALL personal property. Personal property remaining will be considered abandoned and removed with charges.

### **Things to keep in mind.**

1. Carpets must be professionally cleaned by a cleaning service to remove all stains and ground in dirt. (Make sure you vacuum first!) **Receipts must be turned in with your keys.** If you do not turn in a receipt, or if you use a rented carpet cleaner we will have no other option but to have the carpets re-cleaned and charge your account/security deposit. Carpets must be cleaned prior to lease expiration.
2. Blinds must be cleaned. Please make sure soap streaks are gone. If the blinds are too dirty to clean or if they are damaged we will need to replace them.
3. All personal items must be removed from the unit. **Do not** leave cleaning supplies, plungers, shower curtains, etc. None of these items are left for future Tenants. They will be thrown out and you will be charged for their removal.
4. All nails, picture hooks, and anything used to hang pictures/posters should be removed from the wall or ceiling.



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5. Smoke detectors and carbon monoxide detectors must have an operating battery, all light fixtures and lamps must have working bulbs (if there are multiple bulbs in a fixture they must all match), all fire extinguishers must be charged.
6. All keys must be returned upon move-out. If keys are not returned you may be charged to change the locks.
7. Sublets – If you have roommates or sublets it does not relieve anyone from the responsibility of leaving the apartment in the best possible condition. For example, if you are planning on moving out early and you clean the apartment but have roommates that are occupying the unit till the end of the lease, this means the apartment is going to need to be re-cleaned again prior to lease expiration. The responsibility for the cleanliness of the apartment ultimately falls on the leasing tenants.

## Suggested Cleaning Supply Check List

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Oven Cleaner      | <input type="checkbox"/> All-purpose cleaner    | <input type="checkbox"/> Floor Cleaner                  |
| <input type="checkbox"/> Sponges           | <input type="checkbox"/> Commode Brush          | <input type="checkbox"/> Rags/old socks to clean blinds |
| <input type="checkbox"/> Brillo Pads       | <input type="checkbox"/> Garbage Bags           | <input type="checkbox"/> Scrubbing Bubbles              |
| <input type="checkbox"/> Abrasive Cleanser | <input type="checkbox"/> Soap Scum Cleaner      | <input type="checkbox"/> Vacuum with attachments        |
| <input type="checkbox"/> Paper Towels      | <input type="checkbox"/> Mold & Mildew Cleaner  | <input type="checkbox"/> Feather Duster                 |
| <input type="checkbox"/> Furniture Polish  | <input type="checkbox"/> Toilet Bowl Cleaner    | <input type="checkbox"/> Mop                            |
| <input type="checkbox"/> Dusting Cloth     | <input type="checkbox"/> Bleach Cleaner         | <input type="checkbox"/> Lime Away or CLR               |
| <input type="checkbox"/> Broom             | <input type="checkbox"/> Mr. Clean Magic Eraser |   |
| <input type="checkbox"/> Dust Pan          | <input type="checkbox"/> Window/glass cleaner   |   |

## In the Kitchen (Estimate cleaning time: 4-6 hours)

**Light Fixtures-** If the kitchen has overhead light fixtures these will need to be cleaned. If the kitchen has fluorescent overhead lighting, please make sure all bulbs are operable. If you have any burnt out bulbs it is your responsibility to replace these. Most light fixtures have clips which allow the light fixture to hang from the ceiling. These can be wiped off with all-purpose cleaner and paper towels. If you have light fixtures with globes, clean the globe with warm water. Make sure to clean the receptacle covers and switch plates as well!

**Oven-** Spray the oven, stovetop, burner pans (This is the pan under the burner, also called a drip pan.) If they are extremely dirty it is easiest to replace them; these can be purchased at Lowes, Home Depot, Walmart, Target, etc.), broiler pan, racks etc. with oven spray and let stand a few hours. Depending on the degree of cleanliness, you may want to leave the cleaner on longer. Wipe of the spray entirely. If burn marks still remain, spray them again and repeat entire process. Be sure to check under the burner pans (drip pans) an inside, as well as outside of the stove drawer. The entire top of the stove that the burner pans rest in lifts up, make sure you lift to clean. Please be sure the clean the sides of the stovetop; this is where a majority of food grease and particles collect. You must do this to clean the oven properly. The rack inside the oven must be removed in order for the oven to be cleaned properly. The oven rack must be cleaned as well. Sometimes oven cleaner can leave behind a white residue. By wiping with a wet cloth, the residue easily wipes away. Please make sure the white residue is completely gone. If your oven has a self-cleaning feature, you can try to use this prior to using oven cleaner, however this will have to run for several hours. **Do not use oven cleaner if you are using the self-cleaning feature on the oven, this can cause the oven to catch on fire. One you have**



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**run the self-cleaning cycle you can then clean the oven using oven cleaner, however please make sure the oven is cool.**

**Hood Range-** The hood to the stovetop can get very greasy during the course of the year. Clean by using a Brillo pad and cleanser. Sometimes the back and sidewalls between the hood and the stovetop need cleaned as well. Magic erasers often work well to clean the hood. If you have hard to remove grease, heat a pan of water on the stove and allow the steam to rise. This will allow grease and food grime to be removed easily.

**Microwave-** Clean the microwave inside and out with an all-purpose cleaner. Make sure all food particles are removed especially on the inside top. Sometimes food particles in the microwave are hard to remove, place a bowl of water in the microwave, heat it to boiling, and the food particles will usually wipe right off. Make sure you have checked the back corners of the microwave as well. While cleaning food particles can be pushed to these back corners.

**Kitchen cabinets & drawers-** Empty out all cabinets and drawers. To get all the crumbs out of the cupboards and drawers it is easiest to use a vacuum. Once you have vacuumed all the crumbs out, wipe down the cupboards, shelves, and drawers using all-purpose cleaner and paper towels. Wipe off the outside of the cupboards. (Cupboards used daily or cupboards near the stove top may need special attention in removing build-up) If you have a microwave above your stove please check the sides of the cabinets as these often have grease build up. Once you have cleaned the cabinets, **do not put items back in the cabinets**, go through and open each drawer and cabinet door to make sure there are no crumbs, hair, etc. Please keep in mind that you should start with the top cabinets and work your way down to the bottom cabinets. This will make cleaning easier.

**Refrigerator/Freezer-** Defrost freezer and wipe out any water/food particles using an all-purpose cleaner. It is easiest to clean the refrigerator if all shelving and drawers are removed. These items can be cleaned in the kitchen sink with warm soapy water. Clean refrigerator by wiping off wire racks, inside walls, crisper drawers (and under the drawer) and shelves with all-purpose cleaner or warm soapy water. Don't forget the egg holders, butter drawer and in and around the seal!! Lastly, wipe down the outside of the appliance with bleach or all-purpose cleaner (top, sides and front). **DO NOT UNPLUG THE REFRIGERATOR!! SIMPLY TURN IT TO THE LOWEST SETTING.**

**Dishwasher-** The final kitchen appliance left to clean is the dishwasher. Make sure the inside is completely free of food particles. To clean the inside, use a Brillo pad and cleanser. Don't forget about the inside rim/edge of the dishwasher door, as this often has food laying on it. Lastly, wipe down the outside of the appliance. Pay close attention to the buttons and inside edge of the door.

**Kitchen Sink-** Using a brillo pad and abrasive cleaner, thoroughly clean sink and fixtures. CLR or Lime-away work best around the sink fixtures to remove calcium deposits/buildups. Since water drops tend to dry leaving a dirty appearance, after cleaning, remember to wipe off the fixtures with a paper towel. To leave a streak free shine, spray glass cleaner on sink and fixtures then use a paper towel to wipe off.

**Countertops-** Wipe off all kitchen countertops with an all-purpose cleaner. The countertop closest to the stovetop may need special attention of a Brillo pad and cleanser. Do not leave streaks-wipe over the countertops with a paper towel and spray cleaner. Once you have cleaned the countertops run your hands over them to make sure there are not crumbs or anything sticky remaining.

**Baseboards-** Use a vacuum cleaner with the attachment to remove the dust along the baseboards. Afterward use all-purpose clean and a paper towel/rag to remove any remaining grime.



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**Floor-**It's finally time to clean the kitchen floor! First pull out the refrigerator, remove bottom drawer of oven and sweep the entire floor. Using brillo pads and cleanser, clean all corners and edges. This area is where most build-up resides. After this is completed, clean the entire floor using a mop and floor cleaner. If floor dries with streaks, re-mop using only warm water.

## **Bedrooms, Living Rooms, Hallways, etc. (Estimated cleaning time per room: 1-2 Hours)**

**Windows-** Cleaning windows with glass cleaner and newspaper (yes newspaper) will eliminate streaks. Also clean the patio doors on the inside and outside, as well as the sliding door tracks. Don't forget to clean window sills and window tracks. Using a vacuum to sweep up all the dust first will help to make cleaning the window track/sill easier. Porches and outdoor areas should be completely free of debris.

**Closets-** Closets should be completely free of debris. Wipe off shelves and bars with wet sponge and all-purpose cleaner. Do NOT leave hangers behind! The new tenants have hangers of their own!

**Heater Units/AC units-** Thoroughly clean air conditioning/heating unit with a paper towel and all-purpose cleaner. The grill/cover should be free of dust and debris. Re-attach cover. Be sure to use vacuum attachments to clean under heating units. For Radiators use the vacuum's attachment to remove dust and cobwebs from between the columns.

**Light fixtures-** If you have overhead light fixtures, be sure to clean the globe with warm water. Also, clean all receptacle covers and switch plates.

**Blinds-** Be sure to clean all blinds. If the blinds are too dirty we can replace them. If they are broken we will replace them. Here is a helpful hint to help clean blinds; use a clean sock or glove! Place the old sock or glove on your hand, and dip the tip(or fingers) into a container of vinegar. Squeeze out any excess. Run your fingers along both sides of the first slate to remove dust. Repeat on the remaining slats, stopping periodically to rinse the dust off of the sock or glove and to apply more vinegar.

**Floors-** Please remember all carpets must be professionally cleaned. However, it is a good idea to vacuum the floors prior to having them professionally cleaned. Your floors should be the last thing that should be cleaned.

## **Bathrooms (Estimated cleaning time: 2-3 Hours)**

**Tub/Shower-** The biggest job in the bathroom is the tub/shower unit. Clean it first and get it out of the way!! A year's worth of soap residue build-up is not very easy to remove. This is when you will be glad you cleaned the tub regularly this past year. Brillo pads and cleanser are a definite must. Fiberglass tubs should be cleaned with a non-abrasive cleaner. Begin by scrubbing in a circular motion until you can no longer feel residue. Rinse with warm water. Clean fixtures with glass cleaner and wipe off with a paper towel. If your tub/shower unit has glass doors the same process should be used on those doors-inside and out!! Also, don't forget to clean out the track. Make sure to get rid of all mold/mildew. Soap scum can be very hard to remove, but using CLR or Lime Away can help to make the job a little bit easier.

**Toilet-** Cleaning the toilet is not a very fun job, BUT it doesn't take too long. Pour toilet bowl cleaner inside the bowl and wipe clean with brush, then flush. Make sure there is no ring in the toilet bowl. If there is a ring you may need to repeat the process. Using bleach cleaner, spray down the entire toilet, wipe off lid, seat (behind and all around), and outside of bowl using a paper towel. Don't forget to clean at the foot of the bowl and around the bolts attaching it to the floor. That



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is where most of the dust seems to collect. After you are done cleaning the toilet, take a dry paper towel over the entire toilet, this will eliminate any hair and dust that might have been pushed around after cleaning.

**Medicine Cabinet/Vanity-** Like the kitchen cabinets, use the vacuum cleaner to rid the inside of particles and hair. Spray down the outside and inside (the shelves) of the medicine cabinet and vanity and wipe with a paper towel. Clean mirrors and sink fixtures with glass cleaner. Wipe out the sink using a sponge or paper towels and bleach cleaner. Rinse with only warm water and re-wipe with sponge. Again, don't let water drops lay, wipe off with paper towels. Finally wipe down everything with a dry paper towel. This will eliminate any hair and dust that might have been pushed around after cleaning.

**Heaters & Towel Bars-**Simply use an all-purpose or bleach cleaner, spray down entire unit and wipe with a paper towel. Once again, taking a dry paper towel over the units eliminates the dust and hair. Make sure you clean under the heater as well! A mop will not get the dust under the heater vents. For Radiators use the vacuum's attachment to remove dust and cobwebs from between the columns.

**Floor-** Lastly, it's time to clean the bathroom floor. First, sweep the entire floor. Next, use a wet, soapy sponge, wipe along sides and corners. Pay close attention to areas round the commode, behind door, and along vanity edges. Mop entire floor using floor cleaner. If floor dries with streaks, re-mop using only warm water. **It is very important to not leave hair in the bathroom, so please check thoroughly.** Please remember, by simply taking a dry paper towel and wiping up the hair you will ensure that nothing is left behind. If there is hair in the bathroom, even though you may have cleaned it, it leaves an appearance that you have not cleaned.

### **Some Suggestions: Always check your work.**

- 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 are sharing cleaning responsibilities it is a good idea to check each other's work. If you see something that is not clean enough or has been missed do not leave it, simply clean it. This is going to save you a lot of money. In the past we have had roommates not understand why they have been charged for cleaning. Sometimes this is because one roommate may have promised to clean or do a certain part of the work, but they simply did not come back to do it or did not do it well.
- If you choose to be present for the move-out inspection please schedule an appointment with our office. If you see something you missed, do not ask us to wait while you clean it again. Our schedules do not permit it.

If you would like to hire a cleaning service please ask if they guarantee their work. If their work does not meet our standards we will have the details they missed cleaned and you will be charged.

If you are looking to hire a local cleaning company please call our office for recommendations.



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For carpets we recommend: Stanley Steemers: 1-800-783-3637  
Cyclone Cleaners: 570-726-6200

Other Deductions: In addition to any cleaning or repair charges at \$45 per hour plus materials, 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*