



## MOVE-OUT GUIDELINES

We work hard to keep our rental properties in good condition and appreciate your help. We also want to return your security deposit to you in full. To do that, we will need your cooperation in completing the following cleaning checklist. If cleaning is not satisfactory, we will need to hire someone to clean and it will be deducted from your security deposit.

- **Your security deposit does not apply to your last month's rent!**
- **You are to be moved out of the property by noon on the last day of your lease.**
- **Remove all nails and screws in the walls. Patch and sand over any holes in the walls.** We will take care of touch up painting.
- **Return all apartment, mailbox, basement, and garage keys, parking tags, and garage door openers in an envelope, along with your forwarding address**
- **Contact Met Ed/electric service provider, Columbia Gas/natural gas provider, and York Water Company/water service provider to take a final meter reading at the end of the lease term (unless electricity/gas/water is included in your rent).** If you move out before the last day of your lease, electric, gas, and water services must be kept in your name until the end of the lease, unless we are able to re-rent the unit before that date. In this case, electric, gas, and water services must be kept in your name until the starting date of the new lease.
- Supply the Post Office with your forwarding address online at usps.com.
- **Arrange for your phone and cable service to be disconnected.**
- All personal belongings must be removed from your apartment. You will be charged if we need to remove items.
- **All carpets must be professionally cleaned** by a truck mounted cleaning company.

Cleaning is to be done at your expense. You must provide a bona fide receipt and work must be completed satisfactorily.

- **Please call our office at 717-781-4856 / 717-781-6360 with questions** regarding these guidelines.

## CLEANING CHECKLIST

Clean and dust the entire apartment floor to ceiling. This includes floors, duct work, blinds, doors, baseboards, closets, drawers, light fixtures and fans. If there is dust or dirt, clean it. If you have pets, check for hair, pet damages, or pet smells.

### LIVING ROOM

- Clean all blinds and duct work
- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Vacuum carpet and any cobwebs
- Wipe down closet shelf, if applicable
- Clean Ceiling Fans and Light fixtures
- Clean air conditioner filter, if applicable

### KITCHEN

- Clean all blinds and duct work

- Wash all windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wash ceiling fan, counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. Turn it off and leave the doors propped open. (Defrost with hair dryer if necessary.)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe out all cupboards and drawers inside and out
- Vacuum any dust from ceiling fans
- Scrub floor, even under appliances, leave appliances pulled out
- Wipe down closet shelf, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven, and fan)

### **BATHROOM**

- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Scrub the bathtub, toilet, and sink inside and out
- Clean medicine chest and shelves and closet and/ or cupboards
- Scrub floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs
- Wipe down washer and dryer inside and out, if applicable

### **BEDROOMS**

- Clean all blinds
- Wash windows, sills, and screens
- Dust all baseboards and electrical plates
- Wipe down baseboard heaters
- Wipe down closet shelves
- Wash ceiling fan, blades, and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

### **STORAGE AND GARAGE**

- Sweep out or vacuum any storage areas, garages, or basements
- Replace any burned out light bulbs