

**RG COCCARO**

C O M P A N Y

Subject: **Move-Out Procedures**

Dear Resident(s),

Enclosed is a copy of move-out procedures. Please follow all steps listed to avoid any charges being assessed against your security deposit.

If your rental unit is carpeted, the carpeting must be professionally steam-cleaned (#4 of the move-out procedures), as stated in your Lease Agreement. If you need any recommendations regarding a reputable carpet cleaning company, please call us.

Upon move-out, please lock-up and return the keys to us at 109 Capital Avenue – Pittsburgh, PA 15226. In the ensuing days, the unit will be inspected and any security deposit monies will be returned to the forwarding address that you provide.

It has been a pleasure having you as tenants. If you have any additional questions, please contact us.

Sincerely,

Management

## **Move-Out Procedures**

1. Notify us, in advance, of your exact move-out date.
2. Provide forwarding address, in writing, for all persons listed as tenants in the Lease Agreement.
3. Leave all keys and/or parking permits at the rental premises. A \$25.00 charge per lock will be assessed if locks must be changed because keys were not returned.
4. If unit is carpeted, the carpeting must be professionally steam-cleaned and left free of spots. A receipt from a professional carpet cleaning company must be furnished to RG COCCARO COMPANY no later than the move-out date. Please do not re-enter your unit after the carpeting has been cleaned.
5. Any other flooring, such as hardwood and tile, must be cleaned as well.
6. All blinds must be cleaned.
7. The stove, microwave, refrigerator, freezer and dishwasher must be thoroughly cleaned. Please DO NOT turn the refrigerator off!
8. All light fixtures, doors, radiators and cabinets must be cleaned.
9. All windows must be washed on the inside.
10. The exterior of the premises must be clean and free of debris.

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**NOTE: Any and all charges will be made against your security deposit if the above procedures are not followed. Damages beyond wear and tear will also be deducted from your security deposit.**