



RESIDENT: **(Blank)**

APARTMENT: **17__ Lawrence Ave, Apt __, Leavenworth KS 66048**

TERMINATION DATE: _____, **2020**

DEPOSIT: **\$**

MOVING INSTRUCTIONS

I hope you enjoyed your home during your time at Pennsylvania Station Apartments! Please take a moment now to review the information provided below for answers to common questions which will help you maximize your deposit refund.

Common deposit questions:

Am I eligible for a deposit refund? Residents are eligible for a refund of their deposit if they have fulfilled all the terms of their lease.

What can be deducted from my deposit? Deposits can be used to reimburse expenses required to return your apartment to the same condition it was when you moved in with the exception of normal wear and tear. Deposits can not be used to pay rent or fees.

Can I clean the carpets? Sorry, no. Carpet cleaning is the last step performed shortly before the next resident moves in. Per your lease, the cost to clean the carpet is deducted from your deposit.

What do I do with my keys? If you were issued a key to your keyless entry, please leave it on the kitchen counter. Mail box keys must be returned to the post office at which time you can request a refund of your deposit if you paid one.

What do I do with my extra trash or over-sized furnishings that I'm not keeping? Residents are responsible for hauling ALL excess trash, unwanted items, furnishings or large items OFF the property AND to the dump. Please do not over-fill your half of the shared garbage tote or abandon unwanted items next to the garbage tote. Excessive filling or abandoned items will be charged **\$50** per item or bag as a haul off fee.

Where can I park moving vehicles or vans? Please park in your 2 designated parking spots. Never park on the lawn, block the drive or block other parking spots. If you need extra space for a moving van, please let management know so your neighbors can be notified to relocate their vehicles temporarily. Guests helping you move must park in either your assigned parking spots or on Lawrence Avenue.

Can I move out before my lease termination date? Yes. If you are moving out before your lease termination date, please notify management as soon as you have a vacate date. A vacate date is often sooner than the lease termination date so Residents have the

needed amount of time to move, clean and make the transition to their new home. If you vacate before your lease termination date that does not impact your lease terms. Residents are required to complete all the terms of their lease and pay any rents or fees due through their lease termination date in order to be eligible for a deposit refund. Residents are also required to keep the utilities on in their apartment throughout their lease term. If your apartment is re-rented to a new resident before your lease termination date, any rents you've pre-paid that overlap with the new lease are fully refunded to you and the utilities are transferred on or before the new Residents moves in which closes your utility account automatically. Management will make every effort to re-rent your apartment as soon as possible and maximize your pro-rated rent refund. In order to re-rent your apartment we will need brief access while vacant to prepare it for showings and expedite the rental process which will hopefully increase your pro-rated rent refund.

What do I do with the utilities? This is one of the most important steps for Residents to follow: **Please DO NOT schedule your utilities to shut-off.** The transfer of utilities is done for you. You do nothing. If your utilities are shut-off prior to your lease termination date **OR** your final inspection there is a \$75 utility transfer fee per utility to turn them back on. The utilities must be on in your name for the final inspection. Management will contact the utilities to schedule a "transfer of service" the day after your lease termination date or the new Resident will have the utilities transferred into their name if they are moving in before your lease termination date. Please note: A "transfer-of-service" is different from a "shut-off." With a "transfer-of-service" there is no break in service - just a change in the account name and who's responsible for the bill. If you schedule a "shut-off" your apartment will be without utility service and could require multiple separate appointments to coordinate re-lighting and turning the utilities back on again. This can cause costly delays to the next resident scheduled to move in. Transferring utility service is the same procedure and courtesy you were provided when you moved in. It allowed you to have utilities on without interruption or the hassle of taking time out of your day for appointments to re-light and turn-on services. Transferring services made your move-in much easier and saved you time. Please allow the next resident the same courtesy and **DO NOT schedule any utilities for a "shut-off."** **In summary, do nothing with the utilities. Each utility will send the final bill to the forwarding address you provide USPS.**

How is the Final Inspection handled? The final inspection is performed by management after you have vacated. Residents are NOT present for inspections. If issues are found during the inspection, they are documented with photos and emailed to you for discussion before any charges are assessed. This "e-Inspection" process is time-saving and convenient. It allows you to vacate on weekends or after hours when management is not available for a walk through. For example, if you vacate on a Saturday, you will not need to come back on a Monday for a walk through appointment in the middle of the day when you may need to take time off of work, or you may be on the road to a different state, or you may be unpacking at your new home. E-inspections also save you the stress and worry of being ready for a specific appointment time. When you walk out the door for the last time, simply text management that the apartment is now vacant. Please note e-Inspections are only performed during normal business hours Monday through Friday. If a Resident vacates on a weekend, the e-Inspection will occur the next business day.

When can I expect to receive my deposit refund? Deposit refunds are mailed within 30 days from your vacate date and will include a fully detailed list of any issues if found.

How will I receive my deposit? Deposit refunds are sent in the mail. To prevent mail mishaps, your new address is required before the refund can be issued.

MOVE OUT CHARGES GUIDE

Below is a list of possible move out conditions or damages and typical charges. All charges include labor and parts or materials. Residents are not responsible for normal wear and tear, although excessive wear and tear may incur additional charges above what is indicated below. Damages not found on this list are charged according to the replacement cost. If the actual costs to repair any item(s) listed below exceeds the costs shown, Manager reserves the right to charge accordingly.

CLEANING	
Clean range	65.00
Clean refrigerator	40.00
Clean dishwasher	25.00
Clean microwave	15.00
Clean kitchen cabinets	45.00
Clean kitchen countertop/backsplash	25.00
Clean kitchen sink and faucet	20.00
Clean kitchen tile floor & grout	50.00
Clean tub and shower enclosure	30.00
Clean toilet	20.00
Clean bathroom vanity, sink & faucet	20.00
Clean bathroom tile floor & grout	30.00
Clean entry door & windows	15.00
Clean entry tile floor & grout	20.00
Clean laundry room tile floor & grout	20.00
Clean washer & dryer	50.00
Clean ceiling fan (each fan)	25.00
Clean baseboards (each room)	15.00
Clean vent covers (each vent)	5.00
Clean windows (each window)	10.00
Vacuum (each room)	15.00
Carpet Cleaning	150.00

GENERAL REPAIRS	
Replace refrigerator shelf or crisper bin	85.00
Replace dishwasher rack or wheels	35.00
Replace kitchen drawer hardware (each)	5.00
Replace range drip bowls	25.00
Replace towel bar or bathroom hardware	40.00
Replace missing key	10.00
Replace door stop	5.00

FLOORING	
Remove carpet stains (per stain)	20.00
Deodorize carpet	300.00
Repair carpet damage (1' area or less)	90.00
Replace carpet	1,800.00
Replace carpet/tile transition strip	25.00
Replace tile (each)	75.00
Replace grout (per 10'x10' area)	85.00
WALLS, CEILING, CABINETS & TRIM	
Repair nail holes, chips or dints (per each)	5.00
Repair hole in drywall (1' area or less)	75.00
Remove shelf paper (per drawer/shelf)	25.00
Repaint baseboards (per room)	25.00
Repaint kitchen cabinet or drawer (per each)	20.00
Repaint wall (per wall)	45.00
Repaint ceiling (per room)	65.00
Repaint entire apartment	1,000.00
Abate apartment paint (walls & ceilings)	2,000.00
DOORS & WINDOWS	
Repaint door (per door)	35.00
Repaint window casement (per window)	15.00
Repair door damage	55.00
Replace interior door	175.00
Replace exterior door	375.00
Replace blind	25.00
Replace window screen	35.00
Replace window latch	10.00

DOOR LOCKS & HANDLES	
Replace interior door handle	35.00
Replace keyless entry lock	225.00

PLUMBING REPAIRS	
Replace kitchen faucet	195.00
Replace soap dispenser	30.00
Replace bathroom faucet	85.00
Replace shower head	95.00
Replace tub handle or spout (each)	30.00
Replace shower rod	55.00
Replace toilet	175.00
Replace toilet seat	35.00
Replace toilet paper holder	45.00
Replace tub drain cover or sink pop-up	35.00
Clear clogged drains	50.00

ELECTRICAL REPAIRS	
Replace light bulb	5.00
Replace light fixture	55.00
Replace ceiling fan	135.00
Replace outlet or switch cover plate	3.00
Replace USB outlet	65.00
Replace stove top element (each)	45.00
Replace oven back element (each)	35.00
Replace smoke detector	45.00
Replace CO detector	65.00
Replace thermostat	55.00
Replace doorbell	10.00

GROUNDS / EXTERIOR CLEANING	
Remove trash from exterior areas shed	75.00
Clean oil/grease from parking space	25.00
Replace welcome mat	45.00
Repair parking damage to AC condenser	1,450.00

CLEANING GUIDELINES

Following is a checklist of items to be cleaned and the best procedure. These items were cleaned in the very manner described below prior to you moving in. By following these procedures you will be returning the apartment in the same condition it was when you moved in. Cleaning is an area of emphasis on your E-inspection just as it was an area of emphasis when you first walked into your home. Your appliances, floors, windows, countertops, etc., were all thoroughly deep cleaned to these same standards.

On average it will take you 18 hrs to completely clean your apartment per these guidelines. Please schedule adequate cleaning time prior to vacating and ensure ALL the items on the checklist have been completed before your final E-inspection.

Recommended cleaning supplies are Dirtex Spray Cleaner, HDX Magic Erasers, Krud Kutter Cleaner/Degreaser, Pine Sol and Windex.

TIP: Keep your cleaning supplies, cleaning towels, paper towels, vacuum, broom and dust pan together and unpacked so they are easily accessed once you've moved all your other possessions out.

KITCHEN

RANGE – **\$65** Deposit deduction if not completed.

- **UNPLUG the range before cleaning for your safety!!**
- Carefully slide the range away from the wall and gently unplug the cord. Clean the floor underneath, the back wall, the kitchen cabinet side and the sides of the range.
- Drip bowls should be removed and cleaned or replaced if they have black marks. Burners can be removed by lifting the outer-most portion of the burner and gently pulling away from the pronged connections. – **\$25** Deposit deduction to replace drip bowls.
- If your range has a self-cleaning oven feature, please use that feature to clean the oven. If your range does NOT have a self-cleaning oven feature, please use an aerosol Oven Cleaner. NEVER use an aerosol Oven Cleaner in a range with a self-cleaning oven feature. The solvents can destroy the finish that allows the oven to safely clean.
- Clean the front and top of the range. Be careful not to allow water to seep down between the glass sections of the oven door.

REFRIGERATOR – **\$40** Deposit deduction if not completed.

- Carefully slide the refrigerator away from the wall . Clean the floor underneath, the back and side wall, the kitchen cabinet side and the sides of the refrigerator. Dust and vacuum all lint and pet hair from the evaporator coils located on the rear of the unit and below the door.
- Clean the front, top and sides of the refrigerator.
- Refrigerator shelves and drawers are removable and should be carefully removed to be cleaned. Clean all interior surfaces, shelves, drawers, bins and door gaskets.
- Replace light bulb if needed – **\$5** Deposit deduction per bulb.
- **IMPORTANT:** After cleaning the refrigerator leave it **PLUGGED IN** on the middle setting.

DISHWASHER – **\$25** Deposit deduction if not completed.

- Clean the front of the dishwasher. (**Warning:** DO NOT spray cleaners onto keypad and do not use abrasive cleaning or scouring pads which can cause damage.)
- Clean food debris from dishwasher racks, interior walls, door sides, door gaskets and dishwasher bottom.

MICROWAVE – **\$15** Deposit deduction if not completed.

- Clean the front of the microwave. (**Warning:** DO NOT spray cleaners onto keypad and do not use abrasive cleaning or scouring pads which can cause damage. Spray a clean paper towel or soft cleaning cloth instead.)
- Clean all walls of the interior and the glass carousel plate. Remove carousel plate to clean underneath.
- Clean underneath cabinet, surface lights and fan filters. If needed, replace the light bulbs and fan filters. (**\$5** per bulb or fan filter).

COUNTERS, CABINETS and SINK – **\$45** Deposit deduction if not completed.

- Clean all debris and crumbs from Inside cabinets, drawers and sink
- Remove any shelf paper or contact paper.
- Clean cabinet doors and surfaces.
- Clean countertop surface and backsplash – **\$25** Deposit deduction if not completed.
- Clean sink and faucet – **\$20** Deposit deduction if not completed.

TILE FLOORING – **\$50** Deposit deduction if not completed.

- Sweep then scour tile flooring with tile cleaner. Rinse tile cleaner off and mop.

BATHROOM

- Clean tub, tub walls, tub faucet, tub handles, shower head and shower rod – **\$30** Deposit deduction if not completed.
- Clean vanity cabinet inside, outside, sink, pop-up and faucet. – **\$20** Deposit deduction if not completed.
- Clean toilet inside bowl, outside of toilet, handle, and tank. Replace worn toilet seats. – **\$20** Deposit deduction if not completed.
- Medicine Cabinet – Clean mirror and cabinet inside and outside. – **\$10** Deposit deduction if not completed.
- Sweep then scour tile flooring with tile cleaner. Rinse tile cleaner off and mop. – **\$30** Deposit deduction if not completed.

LAUNDRY ROOM

- Remove washer/dryer appliances carefully to avoid damages to walls and doors.
- Sweep then scour tile flooring with tile cleaner. Rinse tile cleaner off and mop. – **\$20** Deposit deduction if not completed.
- Clean the exterior and interior of the washer & dryer and remove any lint from the dryer. – **\$50** Deposit deduction if not completed.

CARPET

- Vacuum carpets. – **\$45** Deposit deduction if not completed.
- Remove any spots or stains using **Folex Carpet Stain Remover** from Home Depot. – **\$20** Deposit deduction per stain.

- If an apartment was **SMOKED** in or contains a **STRONG ODOR** of smoke, pet dander or grease, the entire apartment will be re-carpeted. The charge to re-carpet is **\$1,800**.

WALLS

- **WALLS** – Clean all marks with Dirtex. If marks cannot be removed they are considered mars and repainting will be required.
- **RESIDENTS ARE NOT ALLOWED TO PAINT WALLS OR TRIM.** These are learned skills best left to professionals.
- Typically, walls with mars are painted corner-to-corner to blend. If a wall needs repainting the charge is **\$45** per wall.
- If an entire apartment needs repainting the charge is **\$1,000**.
- If an apartment was **SMOKED** in or contains **STRONG ODORS** such as pet dander or cooking odors, etc. the entire apartment will be painted with a sealant on both walls and ceilings to seal odors or any harmful carcinogens. The charge to seal and repaint is **\$2,000**.

GENERAL

- **CEILING FANS** – Clean fan blades and globes. – **\$25** Deposit deduction per fan not cleaned.
- **LIGHT FIXTURES** – Clean globes or light shades. – **\$15** Deposit deduction per fan not cleaned.
- **WINDOWS** – Clean interior of windows with window cleaner. – **\$11** Deposit deduction per window not cleaned.
- **WINDOW SILLS** – Dust and clean all window sills. – **\$5** Deposit deduction per window sill not cleaned.
- **BLINDS** – Replace any damaged, dirty or excessively dusty blinds. – **\$25** Deposit deduction per unclean/damaged blind.
- **VENT COVERS** – Clean and dust all vents covers. – **\$5** Deposit deduction per vent cover not cleaned.
- **INTERIOR DOORS** – Clean all doors, closet doors and door jams. – **\$10** Deposit deduction per unclean door.
- **ENTRY DOOR** – Clean front and back of entry door and glass – **\$15** Deposit deduction if door & window are not cleaned.
- **BASEBOARDS** – Dust and clean baseboards. – **\$15** Deposit deduction per room with unclean baseboards.
- **LIGHT BULBS** – Replace any burned out light bulbs with the same watt and type of bulb. – **\$5** Deposit deduction per bulb.
- **SHED** – If you used a shed space for storage, remove all items and clear any debris from the shed. Then secure the lock hasp such that the door is secure. – **\$75** Deposit deduction to clean out shed.
- **LARGE FURNITURE** – **Remove all furnishings and possessions.** – **\$75** Deposit deduction for each large item not removed.
- **ELECTRICAL FIXTURES** – If any electrical fixtures, outlets or switches are broken or not working properly, do not remove or replace. Notify management immediately.
- **PLUMBING FIXTURES** – If any plumbing fixtures, valves or drains are broken or not working properly, shut off the water to that fixture or area. Notify management immediately.
- **EXTERIOR** – Remove all trash from grounds, porch, deck and assigned parking area. – **\$25** Deposit deduction to clean oil or grease from parking spaces.

We appreciate the care you take to return your apartment to the same condition it was when you moved in. It will have a significant impact on your deposit refund amount.

Thank you!