

Move Out Checklist

We hope you have enjoyed your time with NextHome PPM Realty. Normal wear and tear will be taken into consideration when inspecting your apartment; however, we expect the apartment to be left in good/clean condition. Below is a Move-Out Checklist to help to maximize the refund of your security deposit. Please make sure that these items are addressed prior to your move-out.

RENT

Your security deposit may not be used as your last month's rent so be sure to pay your last month's rent on time. Once rent is paid for your last month, stop your rental payments if you have set it up as a recurring payment. You can adjust your rent here: https://pirain.appfolio.com/connect/users/sign_in

UTILITIES

You must keep the utilities on and in your name until your lease expiration date. Be sure to notify the applicable utility companies of your lease expiration. If you are currently paying for sewage, you must provide proof of final payment or you will be charged a flat fee of \$150.

1-888-460-4332 – Columbia Gas of Pennsylvania
1-800-764-0111 – Peoples Natural Gas
1-800-565-7292 – Pennsylvania American Water

1-800-837-4966 – Verizon
1-800-266-2278 – Comcast
1-412-393-7100 – Duquesne Light
1-800-686-0021 – West Penn Power

LEASE EXPIRATION

Please remember that your lease expires at **11:00 am on the second to last day of the month**. Failure to vacate your unit by your lease expiration will be a charge equal to two months' rent.

ITEMS LEFT BEHIND

Garbage haulers will not pick up electronic devices such as computers, televisions, etc. Please click here, <http://eloopllc.com/about-us/faqs/#tab-id-1>, to find a list of items that cannot be thrown out in the trash and how to properly dispose of those items. Bulk items may require a special pick up so please contact us before putting them in the trash/dumpster area. You will be charged for any item left that we need to dispose of so be sure all items are removed from premises and that the garbage hauler has taken all trash prior to your vacate date.

KEYS

Please leave all keys on the kitchen counter for maintenance to collect. A charge will be levied if the apartment keys and parking permits are not accounted for by the lease ending date.

____Apartment ____Building ____Mailbox ____Remotes ____Parking Permits

STORAGE UNIT

Do not forget to empty your storage unit/basement/garage space if applicable.

CARPET CLEANING

Carpets must be professionally steam-cleaned with a truck mounted system and free of spots. We recommend Kemper Carpet Care. Let them know that you rent from us in order to receive a discount; their phone number is (412) 835-2202. Receipt from professional carpet cleaning company must be furnished to Management by the lease ending date. Carpet must be the last item cleaned prior to vacating the unit. Do not enter the unit after the carpet has been cleaned. In addition to the cost of the cleaning, an additional \$50 administrative fee will be levied if carpets are not cleaned and we must schedule and/or pay for the service. If your carpets are not professionally steam cleaned with a truck-mounted system and we need to either have them cleaned or re-cleaned you will be responsible for the entire invoice (without discount) in addition to the administrative fee.



CLEANING CHARGES

****Move Out Tip**** some of the most frequent charges for move-outs include cleaning the top and inside of the refrigerator and oven, soap scum on tub/shower, wiping cabinets/baseboards, ceiling fans and lights. Stove, microwave, refrigerator, freezer, dishwasher, exhaust fan, windows, blinds, air conditioner, light fixtures, doors, radiators, baseboards, and bathrooms must be thoroughly cleaned. DO NOT turn refrigerator off, simply turn to lowest setting after defrosting and cleaning. Tile or hardwood floors must be cleaned and waxed. If hardwood floors are newer, you must use Bruce Hardwood Dura-Luster Cleaner, which can be purchased at Home Depot or Lowe's. Before leaving your keys, please make sure the thermostat is set to Auto and set at 60°F during the winter and 78°F during summer. Close all blinds and turn off all of the lights. Lock patio/balcony door, back door and all windows. Exterior of premises must be clean and free of debris. Lawn must be mowed and/or sidewalks free of snow and ice, if applicable to your lease. Additional charges may be incurred due to damage from nicotine or cooking odors. (Ex. Smell, discoloration of blinds, walls, ceilings, or cabinets.)

REPAIR/REPLACEMENT CHARGES

Some of the most frequent charges for move-out repairs and replacements include patching and painting nail holes, burnt out light bulbs, broken blinds and smoke detector batteries. If you need touch up paint for any holes or marks on the walls of your apartment we offer a NextHome PPM Paint Kit. This kit contains a scraper, spackle, container of paint, and a paint kit with tray, brush, roller and gloves. Use this kit to touch up holes and paint on walls and trim throughout your apartment to help maximize the refund of your deposit. The kit is \$5 and can be purchased at our office – appointment required, exact CASH only.

MOVE OUT INSPECTION

You do not need to be there when the inspection is performed. If you would like to be present, please notify maintenance, within a reasonable time to schedule an appointment.

SECURITY DEPOSIT REFUND

Please send us a self-addressed stamped envelope so that we have your forwarding address as soon as possible so that there will be no delay with the return of your security deposit. Per your lease, we issue 1 check with all tenant names on it. Please allow 30 days from your lease expiration for processing of paperwork and return of deposit.

FORWARD MAIL AND UPDATE ADDRESS

In order to avoid missing or returned mail, be sure you do a change of address with the Post Office here: <https://moversguide.usps.com/mgo/disclaimer>. You will want to forward your address and make sure all of your bills are changed to your new address as well as any online payment platforms, such as Amazon, eBay, etc.



Move Out Checklist Charge Sheet

Any damage beyond normal wear and tear will be charged according to Management discretion.

Listed below are the specific charges for items most commonly identified during the inspection. Any items damaged or not cleaned will be billed to you at the costs below. ****PLEASE NOTE:** these prices are subject to change due to severity of damage and are per item.*

CLEANING

\$45.00	Oven
\$20.00	Range Top
\$25.00	Microwave
\$45.00	Refrigerator
\$25.00	Vinyl, Tile, Hardwood Flooring
\$15.00	Cabinets
\$10.00	Light Fixtures / Ceiling Fans
\$15.00	Dishwasher
\$40.00	Tub/Shower
\$40.00	Toilet, Kitchen/Bath Sinks
\$10.00	Counters
\$10.00	Blinds
\$10.00	Vanity
\$10.00	Patio Window/Door or Windows
\$20.00	Patio / Porches / Balcony
\$20.00	Trash Collected
\$15.00	Vacuum Rugs
\$75.00	Carpet Stained per Sq. Ft
\$50.00	Furniture/Bulk Item Removal
\$75.00	Storage of Items Left per Day
\$85.00	Check Cancellation / Replacement Check

REPLACEMENT/REPAIRS

\$50.00	Oven or Refrigerator Racks
\$80.00	Door lock (no keys returned)
\$60.00	Mailbox (no keys returned)
\$10.00	Drip Pans
\$40.00	Shower Bar
\$12.00	Light Globes / Bulbs
\$25.00	Crisper Tray
\$40.00	Window Blinds / Screens
\$15.00	Outlets, Plugs, Switches, Cover Plates
\$25.00	Towel Bars
\$25.00	Smoke Detectors
\$10.00	Smoke Detector Batteries
\$75.00	Kitchen Cloud Light
\$50.00	Dining Room Light
\$45.00	Picture Hanging Holes in Walls
\$50.00	Drywall Repair per Sq. Ft.
\$75.00	Hardwood Floor Scratches / Sq. Ft.
\$165.00	Ceiling Fans
\$150.00	Countertop Refinish
\$110.00	Interior Door
\$225.00	Exterior Door
\$200.00	Illegal Satellite Dish Removal
\$200.00	Electronics Removal / Disposal

****Failure to Vacate Unit by Lease Expiration: Charge equal to Two Months Rent****