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Dear Tenant(s),

Wolf & Kline understands that moving out is a huge undertaking and there are many items on the to-do list. Because of this we would like to review with you a few items that we don't want you to overlook when cleaning the unit in preparation for the new tenant.

Be sure to clean all your appliances, both their interiors and exteriors thoroughly including: the stove, refrigerator, dishwasher, washer, dryer, and microwave, when applicable. The stovetop should be cleaned in and around the pans/rings. If necessary, replace dirty drip pans/rings. The inside of the oven, including the racks themselves and the inside of the door should be cleaned with oven cleaner *if applicable* and all residues removed. Lastly, the inside of the bottom drawer should be pulled out and cleaned along with underneath the stove. Cleaning a stove properly can take up to 2-3 hours of labor, sometimes even soaking it overnight, which will be charged to a tenant if not done properly before moving out.

The refrigerator should be thoroughly wiped down including underneath any drawers. It should be free of food and of any food spills. Vents should be clear of dust and debris so that the refrigerator runs properly. Coils on the back should be vacuumed. The floor underneath the refrigerator should also be cleaned. Please note that you should **not unplug your refrigerator**. The temperature control knob should be set no lower than 2. If you do unplug the refrigerator at the time of vacancy, you should leave the refrigerator door open to avoid mold growth.

In the bathroom, please be sure that all soap scum and mildew is removed from the tub/shower walls and that all faucets have had mineral build up removed. The toilets should be free of scum and rings removed.

All carpets should be vacuumed. Also if stated in your lease agreement, all carpets must be professionally cleaned using a **Professional Carpet Cleaning Company (Service) using only a truck mounted, hot water extraction machine**. Tenant must submit a paid receipt to Manager at the time tenant returns retail keys to confirm the carpets have been professionally cleaned.

By taking care of these few items and making sure the entire unit is clean and in move-in condition before your move out, you can ensure a smooth transition from one tenant to the next and so as not to be charged for a cleaning bill. Any questions or concerns may be addressed by contacting the Wolf & Kline office at (717) 859-2010.

Sincerely,

Wolf & Kline Property Management, Inc.

Carefully and completely clean the entire apartment, to be ready for the next tenant to move in. Owner/Manager will return the security deposit to Tenant provided that ALL of the following are true:

- The entire Premises including all appliances, bathrooms, closets, walls, baseboards, fans, fixtures, switch plates, doorknobs including areas around them, entrance doors (inside and outside), windows and sills, heating/cooling vents, blinds and cabinets are clean and in good order and repair. Reasonable wear and tear will be determined by Wolf & Kline Property Management.
- Upon vacating all carpets must be professionally cleaned by a Professional Carpet Cleaning Company (Service). Tenant must submit a paid receipt to Manager at the time tenant returns rental keys to confirm the carpets have been professionally cleaned. If carpet receipt is not received at time of key return, Owner/Manager will proceed, have the carpets professionally cleaned and deduct this amount from Tenant's security deposit.
- Tenant has replaced all burned out light bulbs and dead batteries in smoke detectors.
- Remove ALL personal belongings including clothes hangers and cleaning supplies from the apartment.
- Place all trash in proper containers and remove to designated area. The recycling bin (if appropriate) stays in apartment. Be sure all windows and doors are closed.
- Tenant has paid all rent and other costs and expenses (including all late charges) for the full term of the Lease
- Tenant has paid for all utilities and services through the end of the Lease term that are tenant responsibility, and has provided a forwarding address to the utility and service companies.
- Tenant has returned all keys (including all doors, garage and garage door openers, where applicable and or mail box keys) to the Premises to Manager's office by midnight of the Tenant's Lease expiration date. If keys are not returned by the deadline, in addition to all other amounts, Tenant will pay a \$20.00 charge for the mailbox key and a \$50.00 charge for each door key.
- Tenant has provided Manager with written notice of Tenant's new mailing address where the security deposit can be returned. This address must be provided to Manager in writing, by the date of expiration of the Lease and Tenant's return of the keys to the Premises to Manager.