

The STATION

Notice of Move-Out Procedures

Dear Resident:

To all of you who are leaving The Station State College at the end of your lease term, we extend our best wishes. We sincerely hope that you have enjoyed living at The Station State College.

To all of you who will be staying for a new lease term; have a fun and safe summer break.

In order to make move-out as smooth as possible for everyone concerned, please familiarize yourself with the detailed procedures that follow. Due to the number of residents involved, we cannot deviate from these procedures.

1. Move-out inspections will be performed on an "Appointment Only" basis. Please call or stop by the office to schedule your move-out inspection at least two weeks prior to your move-out date. All move-out inspections must be completed by **noon** on **July 30th, 2022**. Please note that availability for appointments cannot be guaranteed. For this inspection to be taken place your unit must be fully vacated and you ready to turn in your keys.
2. If more than one person will be moving out, coordinate your schedules so that we can inspect for all at the same time.
3. The entire apartment will be inspected even if only one person is leaving. The entire apartment must be cleaned to include: carpet, stove, refrigerator, cabinet, counter tops, flooring, laundry area, vanity areas, bathrooms, living and dining areas, and patios/balconies. The common area will be the responsibility of both the outgoing and renewing residents. Please see our [cleaning procedures](#) for more information.
4. Charges assessed for cleaning or damages to the common areas (living/dining areas, kitchen, vanity and bath areas, laundry rooms and closets) will be divided equally among all apartment mates (Please review our [estimated charge list](#) for details).

5. Each resident will be held responsible for cleaning or damages in his or her bedroom as well as their proportionate share of common area assessments.
6. The person assigned to perform your inspection will meet you at your apartment at the scheduled time. Those who are moving out must have all personal belongings removed from the apartment by this time, as no future access will be permitted.
7. You will not be held accountable for any discrepancies (exceptions) that were noted on your move-in inspection unless these items were taken care of by management and occurred again after that time.
8. Charges will be assessed at the time of the move-out inspection. We cannot return for a re-inspection.
9. All keys and passes must be turned in at the time of the inspection.
10. Any outstanding balances owed must be paid at the time of move-out. Pursuant to the lease agreement, any outstanding balance will cause that portion of the Security Deposit, if applicable, to be forfeited.
11. Make sure to leave your forwarding address with the leasing office. *This does not forward your personal mail, this is only for the purpose to send you your Final Account Statement/Security Deposit.***Change of Address: Go to the Post office to fill out your change of address form or go online to www.usps.com: Forward Mail option: Change of Address. There is a \$1 charge to do this online, but your mail will be sent piece by piece to the new address. **Discontinue newspaper subscriptions and any utility accounts you may have. Make sure to provide the office with your forwarding address and notify the post office of your address change.

If you have a package(s) that you have not picked up, we will only hold them for thirty (30) days after the move-out date of July 30, 2022, and then they will be returned after this point to the original sender. You can call the leasing office to check on package log statuses at 814.325.9430.

12. Any balance due will be assessed on your Financial Move Out Statement which you will receive via mail to the forwarding address provided. Be sure to be on the lookout for this form in August.

13. If you are transferring to a different unit on property, you will be notified directly of your transfer dates. You will need to be prepared to transfer from your current unit to your new unit within a 24 hour period. Your current unit must be inspection-ready by the date assigned. Any damages assessed will be charged to your account and due upon receipt.

14. If you turn your keys into the leasing office before your lease end date, please be advised that this does not relinquish you from your lease agreement duties. You are still responsible for paying utility overages (if applicable), as well as fulfilling your contract agreement payments. Each roommate will also be responsible equally for any charges to the common area up until the end of the lease agreement at noon on July 30, 2022. We will not do a move-out inspection until the end of the lease agreement.

It has been a joy serving you during this school year! We hope to see you again soon.

Best regards,

The Station State College Team

TURN LIGHTS OFF / LOCK ALL DOORS / SET AIR ON 78 DEGREES

Move-Out Standard Charge List

Full Cleaning \$ 250.00 Minimum

Cleaning Costs by Room

Kitchen

Oven \$ 50.00 minimum
Fridge \$ 25.00 minimum
Cabinets \$ 25.00 minimum
Counter Tops \$ 10.00 minimum
Floor \$ 10.00 minimum
Sink \$ 10.00 minimum

Laundry Area \$ 10.00 minimum
Full Kitchen Clean \$ 150.00 minimum

Bed/Bath

Toilet \$ 10.00 minimum
Tub/Shower \$20.00 minimum
Sink \$ 10.00 minimum
Cabinets/Vanity \$ 10.00 minimum
Floor \$ 15.00 minimum
Full Bath Clean \$ 50.00 minimum
Full Bed Clean \$ 65.00 minimum

Carpet Replacement per room \$450.00 Min

Laminate Floor Replacement \$2,600
Sand/Stain/Refinish Hardwoods \$1,800

Paint Costs

Painting One Bedroom \$ 300.00 minimum
Prime & Painting 1 Bedroom
Painted another Color \$ 200.00 minimum
Prime & Painting 1 Wall
Painted another Color \$ 100.00 minimum
Painting One Bath \$ 125.00 minimum
Painting Trim throughout \$ 150.00 minimum

Painting Ceiling per Room \$ 100.00 minimum
Painting Common Areas Only \$500.00 minimum
Sticky Tape/LED Repair \$ 250.00 minimum
Bed Rub \$ 60.00 minimum
Excessive Scuffs on Walls \$ 25.00 minimum

Trash Removal

Furniture Removal (per item) \$ 45.00 minimum
Trash-Out Kitchen \$ 25.00 minimum
Trash-Out Bedroom \$ 25.00 minimum
Trash-Out Living Room \$ 25.00 minimum
Trash-Out Bathroom \$ 25.00 minimum
Trash-Out Exterior \$ 25.00 minimum

Flooring Costs

Steam Clean Carpet
 Per bedroom \$150.00
 Hall/Stairs \$300.00
Sub floor treatment to neutralize
Odor from pet damage/smoke \$ 250.00

Bath (Replacement Costs)

Cabinet \$200.00
Shower Head \$25.00
Towel Rack Rod \$ 15.00
Towel Rack Holder \$45.00
Toilet Seat \$35.00
Tank Lid \$ 125.00
Complete Toilet Replacement \$350.00
Bath Vanity \$200.00
Mirror \$100.00
Faucet \$55.00
Shower Knob \$25.00
Sink Stopper \$25.00
Tub Stopper \$ 15.00

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Windows (Replacement Costs)

Windows	\$ 500.00
Regular Blinds	\$ 100.00

Walls

Curtain Rod Removal & Patch	\$ 35.00
Anchor hole patch & repair (per occurrence)	\$15.00
Holes through wall (< 1'x 1')	\$ 65.00 min
Holes through wall (>1'x 1')	\$ 150.00 min
Closet/Laundry Shelf	\$ 50.00
Door Knob Hole Repair	\$ 80.00
Fist Hole Repair	\$ 80.00
Dart Board	\$120.00 min

Doors & Locks (Replacement Costs)

Interior Door Frame replacement	\$ 200.00
Interior Door	\$ 250.00
Front door lock replacement	\$ 200.00
Bedroom door lock replacement	\$ 200.00
Door knob replacement	\$ 50.00
Front door replacement	\$ 750.00
Door stops	\$ 5.00
Sand/Stain/Refinish Wood Door	\$ 150.00 min

Lights & Globes

Interior Bulb	\$ 25.00
Laundry Room Globe	\$ 55.00
Ceiling Fan Light Globe	\$ 65.00
Dining Room Globe	\$ 65.00
Dining Room Light Fixture	\$ 100.00
Kitchen Light Cover	\$ 85.00
Bedroom Ceiling Fan/Light Fixture	\$ 200.00
Bathroom Vanity Light Fixture	\$ 100.00

Furniture

Sofa	\$ 900.00 min
Desk/Dining Chair	\$ 90.00
Club Chair	\$ 300.00
Bar Stool	\$ 90.00

Kitchen (Replacement Costs)

Faucet	\$80.00
Disposal	\$90.00
Refrigerator	\$ 600.00
Microwave	\$ 400.00
Kitchen Sink	\$125.00
Oven	\$450.00
Dishwasher	\$350.00
Ice Maker	\$110.00
Crisper shelf in refrigerator	\$45.00
Oven door replacement	\$100.00
Microwave door	\$65.00
Microwave Tray or receptacle	\$35.00
Refrigerator handle	\$35.00
Oven door handle	\$35.00
Shelf retainers in refrigerator	\$30.00
Cabinets	\$1,400.00
Cabinet doors	\$45.00
Drawer	\$50.00
Burn in Counter Top (per burn)	\$35.00
Counter Top Laminate Replaced	\$200.00 min
Counter Top Replacement	\$600.00
Cabinet Door Pulls	\$3.00 each

Miscellaneous

Key Fobs not returned	\$50.00
Mail keys not returned	\$50.00
Bedroom key not returned	N/A
Trash Removal (per bag)	\$25.00
Thermostat	\$85.00
Receptacle replacement	\$15.00
Switch replacement	\$15.00
Face Plate for switch (outlet cover)	\$5.00
Labor Charge (per hour)	\$48.00
Washer	\$650.00
Dryer	\$575.00
Vent Hood	\$90.00
Drip Pan Set	\$20.00
Sprinkler Head	\$50.00
Smoke Detector	\$25.00

*This is an estimate of charges. Amounts may vary based on extent of damage and market costs.

Furniture Cont'd

End Table	\$ 90.00
Mattress	\$ 350.00
Bed Frame	\$ 180.00
Coffee Table	\$ 175.00
Entertainment Stand	\$ 200.00
Side Table	\$ 120.00
Desk	\$ 150.00
Dresser	\$175.00
Dining Room Table	\$175.00-\$190.00
Flat Screen TV	\$ 500

The **STATION**

APARTMENT CLEAN-UP PROCEDURES

Entry:

- Wash inside and outside of front entry door.
- Thoroughly clean (sweep and mop) entry floor.

Living Room:

- Wipe down all furniture (including coffee table, end table, entertainment center, dining table and stools-if applicable).
- Vacuum out sofa & chair – make sure to get beneath cushions.
- Vacuum if carpet / mop if hardwood floors.

Kitchen:

A. Stove/Oven/Microwave:

- Thoroughly clean exterior of oven. Don't forget the oven drawer!
- Use oven cleaner to clean interior of oven. Easy-Off Fume Free is an easy, odorless product that works well for this. You may have to do some extra cleaning for stubborn spills. If so, please use a mild detergent, and/or a steel wool pad.
- Remove oven drawer – clean drawer and sweep out from under the drawer. Be careful not to wipe the ash from the oven into your clean oven drawer.
- Scour drip pans and rings with an S.O.S. pad and clean all food and spills from underneath the drip pans. (Do not use oven cleaner on the drip pans because it corrodes the surface and turns them black). New drip pans can be purchased for around \$10 if the stains cannot be removed.
- Make sure broiler pan is completely clean and placed in the bottom of the stove drawer. Easy-Off Fume Free oven cleaner works well on the broiler pan using the "cold" directions on the back of the can.
- Thoroughly clean outside, inside, above and below microwave.
- Clean walls, cabinets and floor under and around the stove.

B. Refrigerator

- Wash all inside and outside surfaces.
- Don't forget the crisper drawer (inside and underneath).
- Remove all items from the Refrigerator and Freezer area
- Clean all drawers, compartments and shelves.

C. Cabinets and Countertops:

- Interior of cabinets should be free of shelf lining, crumbs and dust. Don't forget the drawers.
- Exteriors of all cabinets should be wiped down to remove water spots and food drips or spills.
- Wipe off all countertops.

- Clean the tops of the cabinets.

D. Dishwasher:

- Clean inside, outside & around the edges – especially the door.
- Remove any items or food from beneath bottom the drawer.

E. Kitchen Floor:

- Sweep the floor to remove all dirt and debris.
- Mop the floors with a disinfecting cleaner.

F. Kitchen Sink:

- Kitchen sink should be scrubbed and free of spots and stains.
- Make sure that the kitchen faucet is clean – pay special attention to the area around the faucet knobs.

Washer/Dryer:

- Washer should be clean inside and out. The exterior should be wiped down and the control turned to the “off” position.
- Dryer should be clean inside and out. Please remove all debris/lint from the lint trap. The exterior should be wiped down and the control turned to the “off” position.
- Clean floor area around and under both appliances

Bedroom:

- Carpet should be vacuumed and steam cleaned, free of any dirt or stains.
- Fan should be dusted and cleaned.
- Furniture (if applicable) should be dusted and cleaned, with no stains, marks, dents or tears.
- Walls should be free from any bed rub/grease spot due to the absence of a headboard or any tacks, nails, sticky tape, etc. Damage from these items could result an additional charges.
- Dust all baseboards.

Bathroom:

- Wash inside and outside of vanity. Wipe or scrub all drawers, cabinets and countertops. No drawer liner should remain.
- Clean the mirror with Windex or similar product.
- Clean vanity sink, including the faucet. Sometimes a toothbrush must be used around the knobs to get them completely clean.
- Thoroughly clean inside, outside and around the toilet – including the bowl and handle – with a disinfecting product like Lysol Toilet Bowl Cleaner.
- Scour the bottom and sides of the tub with Softscrub until all dirt and soap residue is gone.

Walls:

All walls free of marks, stains and damage and returned to the original paint color.

Windows:

- Wash interiors of all windows with Windex or similar product.

- Wipe down the top and tracks of all windows.
- Wipe down all windowsills.

General Items:

- All blinds must be completely clean and intact.
- Clean all doors on both sides – including closets.
- Wash all closet and pantry shelves.
- Thoroughly vacuum all carpeting.
- Wash all light fixtures to remove dust and bugs.
- Clean all fingerprints/grime from walls, doors and light switches.
- Remove small nails from the wall.
- All light bulbs should be working (you will be charged for any burnt out interior light bulbs-excluding the florescent kitchen light bulb).
- You are responsible for the cleaning and any damages to the carpet from stains or soils. If you had an unauthorized pet in your apartment at any time during your lease term, you will be held responsible for any damages caused by your pet, which may include the cost of replacement of carpet, pad, tack strip and labor.
- DO NOT LEAVE ANY OF YOUR BELONGINGS OR TRASH IN OR AROUND THE COTTAGE. Removal by our staff will result in a charge of \$25.00 per bag (larger fees will be incurred for large personal items/furniture that is left).