

p.o. box 7971  
pittsburgh, pa 15216  
412.343.6206 office  
412.343.5432 fax



Dear Residents,

We have received your notice to terminate your lease. We are sorry that you will be leaving us but we sincerely hope you have enjoyed your stay with PPM Realty.

Please send us **your forwarding address with a self-stamped envelope and the back page of this notice** as soon as possible so that there will be no delay with the return of your security deposit. Please allow **30 days** from your move-out date for processing of paperwork and return of deposit.

Also, for your convenience, we have enclosed a small envelope for your keys. Please put your unit keys into the envelope and leave it on the kitchen counter for maintenance to pick up.

In addition, we have attached a checklist to help you maximize the refund of your security deposit.

Be sure to notify the following utility companies that apply to your apartment or any utility company you have chosen on your own, of your last day in the apartment.

1-888-460-4332 – Columbia Gas of Pennsylvania  
1-800-764-0111 – Dominion Peoples  
1-800-654-6335 – Equitable Gas  
1-412-393-7100 – Duquesne Light  
1-800-255-3443 – Allegheny Power  
1-800-266-2278 – Comcast  
1-800-479-1919 – Verizon

Again, thank you for the time you have been a resident with PPM Realty. Should you have any questions or if we can be of assistance in any way, please do not hesitate to contact us at (412) 343-6206 and press "2" for account services.

Best of luck,

*PPM Realty*

# MOVE OUT CHECKLIST

It is our hope and desire that you have enjoyed your time with PPM Realty. Normal wear and tear will be taken into consideration when inspecting your apartment upon vacating. However, we expect the apartment to be left in good/clean condition. This includes:

- Check out time is 11:00 A.M. on \_\_\_\_\_
- 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.
- Carpets must be professionally steam-cleaned 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. A \$50 administrative fee will be levied if carpets are not cleaned and PPM must schedule.
- 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.
- Leave all keys and parking permits next to the kitchen sink at the rental premises. A \$60.00 charge will be levied if the keys and parking permits are not accounted for by the lease ending date.
- 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 the front door, patio/balcony 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 nicotine damage. (Ex. Smell, discoloration of blinds, walls, ceilings, or cabinets.)
- Any damage beyond normal wear and tear will be charged according to Management discretion.

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. 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 either at the costs below. **\*\*PLEASE NOTE: these prices are subject to change due to severity of damage.\*\***

## CLEANING

- \$25 – Oven
- \$10 – Range top
- \$15 – Microwave (if applicable)
- \$35 – Refrigerator
- \$10 – Vinyl, tile, hardwood flooring each area
- \$10 – Cabinets
- \$10 – Light fixtures each/ceiling fan each
- \$15 – Dishwasher
- \$30 – Tub/shower each
- \$30 – Toilet, kitchen/bath sinks each
- \$ 5 – Counters
- \$ 6 – Blinds each
- \$ 5 – Vanity each
- \$ 8 – Patio window/door or windows each
- \$10 – Patio/Porches each
- \$10 – Balcony/Patio
- \$10 – Trash collected/ each bag
- \$10 – Vacuum rugs each
- \$75 – Carpet stained per sq. ft.
- \$30 – Furniture/bulk item removal each

## REPLACEMENT/REPAIRS

- \$25 – Oven or refrigerator racks each
- \$60 – Door locks (no keys returned)
- \$30 – Mailbox (no keys returned)
- \$ 5 – Drip pans each
- \$40 – Shower bar
- \$12 – Light globes/bulbs each
- \$25 – Crisper tray each
- \$30 – Window blinds/screens each
- \$15 – Outlets, plugs, switches, cover plates each
- \$14 – Towel bars each
- \$25 – Smoke detectors each
- \$ 5 – Smoke detector batteries
- \$75 – Kitchen cloud light
- \$50 – Dining Room light
- \$25 – Picture hanging holes in walls
- \$50 – Drywall repair
- \$75 – Hardwood floor scratches per sq. ft.
- \$100 – Ceiling fans each
- \$150 – Counter top refinish
- \$110 – Interior doors
- \$225 – Entry door
- \$200 – Satellite dish removal