



## MOVE – OUT PACKET

Dear Resident(s):

It is unbelievable that the 2009-2010 lease year has come to an end! It is time to begin preparations for moving out of the University Club Apartments. This packet contains general information that will simplify the move-out and security deposit refund process.

Enclosed you will find general move-out information, a detailed list of cleaning instructions, and a list of damage and replacement costs. Please read this information carefully, as it explains what is expected of you and details what we will be looking for during the final inspection of your apartment. Upon moving out, all personal property will need to be removed, all resident keys returned, cleaning and carpet cleaning receipts or payment along with a signed surrender of possession form should be turned in.

During our pre-move out inspections in March we compiled a list of items that need to be corrected. These items will be completed and/or corrected before you move-out. If additional items should arise please complete a work order, so maintenance can take care of it before you leave.

Just a reminder, as per your lease, subletting of your apartment is prohibited. We do this for *your* protection. Any damage and unpaid rent occurring over the summer will be charged to all the residents on the lease.

We hope that you have enjoyed your stay with us and we wish you much luck in the future. For those of you graduating, Congratulations!

Sincerely,

Jeanette Goodwin  
Assistant Property Manager  
University Club at College Park  
301-345-3388

## GENERAL INFORMATION ABOUT MOVE-OUT

**Please remember that your lease ends at 12:00 Noon on JULY 31, 2010.** You must hand in your keys and a completed Surrender of Possession form in order to expedite your Security Deposit refund. Please be sure you remove ALL of your personal items and leave the apartment in a clean, damage free condition. If you have not vacated the premises by 12:00 Noon on July 31, 2010, you will incur a \$200 per day hold over fee. We will also have our maintenance department remove your personal belongings and store them AT YOUR EXPENSE.

**To officially move out of your apartment you must:**

- **Submit a complete Surrender of Possession form with forwarding address,**
- **Turn in all keys**
- **Schedule an apartment inspection**
- **Make payment for both cleaning and carpet cleaning**

When you moved in, you should have completed a detailed move-in checklist. Once we complete the move-out inspection in your apartment, we will compare it to your move-in checklist. Any damages noted upon move-out that were not there when you moved in will be deducted from your security deposit. We have attached, for your review, a list of the costs for various charges that could be assessed to your security deposit. If you wish to be present for your inspection, please contact the rental office to schedule an appointment prior to Wednesday, July 28, 2010. **Appointments are scheduled on a first come first serve basis.**

Make sure you fill out and return a change of address card for the postal service. Changes of address cards are available by the mail boxes or in the rental office. The forwarding address on the surrender of possession form is for security deposit purposes only. It will not forward your mail.

## CLEANING INFORMATION

Included in this letter, you will find a detailed list of cleaning instructions. **We suggest that you clean your apartment to the specifications listed below before you pay for your professional apartment cleaning. This will eliminate some of your apartment cleaning costs. As per your lease agreement, even if you clean your apartment yourselves you are required to have your apartment professionally cleaned, however the more you clean the less costly the professional cleaning will be.** Please contact the rental office to schedule an apartment cleaning inspection. This will prevent any cleaning charges being deducted from your security deposit.

**\*Please Note: There will be a 15% administrative fee attached to all services and repairs.**

### KITCHEN

CABINETS AND DRAWERS: Clean inside and out. Leave no crumbs or personal belongings. Boxes will be located in the study lounge for unopened non-perishable food goods that you no longer want.

COUNTERTOPS AND BACKSPLASH: Clean off all stains and residue.

REFRIGERATOR/FREEZER: Must be defrosted, cleaned inside and out and turned to the lowest setting. Do not turn off. Do not use a knife to scrape ice, as it could puncture the freezer and you will be charged for its repair/replacement if necessary.

RANGE: Clean the top, back, front, oven, broiler and underneath the top burners. Make sure that when you are done cleaning the oven there is no residue left behind. Turn the oven on for a few minutes and if it dries with a white residue, take a clean wet cloth and wipe it off.

FLOOR: Must be scrubbed. Clean underneath the refrigerator and stove as well as the visible areas.

LIGHTS: Light shades and/or covers should be taken down and washed, then reinstalled.

WALLS: Should be washed or wiped to remove all grease and grime.

WINDOWS: Must be cleaned inside with no streaks. Outside windows should also be cleaned if possible. Please make sure to clean all window sills.

DISHWASHER AND MICROWAVE: Must be cleaned inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging of both appliances. Clean the filter and the light as well.

## **BATHROOMS**

BATHTUB/SHOWERS: Clean inside and outside with no white residue, mildew or soap scum left behind. Also make sure all hair is removed.

TOILETS: Clean the inside, outside, seat, lid and tank. *Don't forget the base!*

SINKS: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

VANITY: Must be emptied of all personal property and cleaned inside and out. Also clean the top and mirror.

FLOOR: Must be scrubbed. Pay close attention to around and behind the base of the toilet, and remember to wipe down baseboards as well.

LIGHTS: Must have working bulbs and all shades must be cleaned.

TOILET PAPER HOLDER: Must be cleaned and dust/grime free.

## **LIVING ROOM AND BEDROOM (S)**

BLINDS: Must be cleaned. Please make sure soap streaks are gone.

LIGHTS: All lights must be taken down, cleaned and put back up. All light bulbs must be present and in working order.

WINDOWS: Clean inside with no streaks, as well as, windowsills and window tracks (clean outside if on the ground floor).

SLIDING GLASS DOOR (IF APPLICABLE): Windows must be cleaned with no streaks left; tracks should be cleaned.

SMOKE DETECTORS: Must be present and in working condition.

BASEBOARDS: Must be clean and dust free.

CLOSETS: Must be cleaned out, vacuumed or wiped down and all personal belongings must be removed.

SCREENS: Must be present, installed in windows and free of damage.

WALLS: Must be free of cobwebs throughout and wiped down where necessary (spills, fingerprints, black marks).

LIGHT SWITCHES AND OUTLET PLATES: Should be wiped down and free of dust and fingerprints.

VENTS: Kitchen or bath—should be cleaned and free of dust or build-up.

***All carpets and apartments must be professionally cleaned. Any solicitation of a company not approved by the office will not be accepted and you will be billed accordingly.***

The following companies have been approved by the Management Office:

***WD Contracting – Carpet cleaning, and regular cleaning***

***Mander's Painting – Cleaning***

***BJ's carpet – Carpet cleaning***

Please call the office to schedule an apartment cleaning inspection; this inspection cannot be performed until all residents have completely moved out. At the time the inspection is performed we will tell you what level of cleaning is needed. Payment is due at that time along with your surrender of possession, keys and a cleaning and carpet cleaning check. Two separate checks will be required, one for carpet cleaning and one for general cleaning.

**If you fail to make arrangements at such time the office will inspect and schedule a cleaning. We will deduct the cost for this along with a 15% administration fee from your security deposit.**

If you have any questions regarding this procedure please feel free to contact the office.

## **OTHER DEDUCTIONS**

In addition to any cleaning charges that may be assessed, the following items will be deducted from your deposit if they are not paid before lease termination:

Late fees, tenant charges, outstanding invoices, unpaid rent, NSF check fees, common area charges, any legal fees that you may have incurred and any damages to furniture or the apartment itself.

## FINAL NOTES

To officially move out of your apartment you must come to the office and fill out a Surrender of Possession form, leave your forwarding address and turn in all keys.

You do not need to call the cable company to disconnect cable or internet unless you have premium channels or any equipment that was not included with the basic package. Cable and internet boxes have been provided for you, if either are damaged or missing upon move-out you will be charged accordingly.

Please make sure you call the phone company to disconnect any service(s). Inform them of the date you wish to terminate service and give them a forwarding address to which they can send your final bill. **It is very important to disconnect your service, as new residents will be unable to get service if you have not terminated and you will continue to be billed.**

Your security deposit will be processed within thirty days of the termination date of your lease. Included with your refund will be a detailed, itemized list of any damages and deductions.

Please know that we welcome any questions that you have about the move out process. Please let us know if we can help you better understand any of the information in this packet. If you misplace this packet there are others available in the rental office or at [www.universityclubatcollegepark.com](http://www.universityclubatcollegepark.com).

*We truly thank you for your anticipated cooperation, and trust that your stay with us has been an enjoyable one. It has been a pleasure having you as a resident at the University Club at College Park, and we offer our best wishes to all of you in the future!*

*University Club at College Park  
Management and Staff*



**SURRENDER OF POSSESSION**

I am hereby surrendering physical possession of UNIT \_\_\_\_\_ small bedroom/large bedroom (*please circle one*) by delivering all keys to the University Club Rental Office. It is understood and agreed that the surrender of physical possession does not release me or any other TENANTS from installment rental payments or other financial obligations incurred in conjunction with the lease of the property. LANDLORD shall have the right to any action necessary to restore the property in the event that TENANT(s) have not done so pursuant to the terms of the LEASE.

I have the option of having my UNIT inspected once all personal belongings have been removed. Appointments can be scheduled prior to noon on July 31, 2010. I understand my pending security deposit disposition will be mailed within 30 days of the lease ending date. If a printed name and address is not completed on this document my security deposit disposition will be mailed to the current guarantor address that is on file.

- 1.) I have made an appointment to be present during the inspection.
- 2.) I do not wish to be present during the inspection.

Print full name and forwarding address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EACH TENANT MUST COMPLETE ONE OF THESE FORMS AND RETURN IT TO THE OFFICE IN ORDER TO RECEIVE A SECURITY DEPOSIT DISPOSITION REPORT.**

**FOR OFFICE USE ONLY:**

\_\_\_\_\_ **Carpet Receipt**

**Returned Date:** \_\_\_\_\_

\_\_\_\_\_ **Apartment Cleaning Receipt**

\_\_\_\_\_ **Apartment Key**

\_\_\_\_\_ **Bedroom Key**

**Received by:** \_\_\_\_\_

\_\_\_\_\_ **Mail Key**

**Initials**

\_\_\_\_\_ **FOB**

# UNIVERSITY CLUB AT COLLEGE PARK

4800 BERWYN HOUSE ROAD  
COLLEGE PARK, MD 20740

2010

**A. COMMON AREA CHARGES:**

To be determined

**B. APARTMENT CLEANING COSTS:**

Cleaning of apartments will be done according to the following price list.

Example:

<u>Efficiency</u>		<u>One Bedroom</u>		<u>Two Bedroom</u>	
Light:	\$45.00	Light:	\$55.00	Light:	\$65.00
Medium:	\$55.00	Medium:	\$65.00	Medium:	\$75.00
Heavy:	\$70.00	Heavy:	\$80.00	Heavy:	\$90.00

Beyond Heavy: Actual amount charged by cleaning company

\*\*Prices are subject to change at any time for any reason

**C. REMOVAL OF RUBBISH AND PERSONAL PROPERTY:**

**\$30.00 PER BAG.**

Price and location for storage of personal property is to be determined.

**D. DAMAGE AND REPLACEMENT COSTS:**

Including, but not limited to the following:

**KEYS:**

Failure to return Key FOB.....	\$50.00
Failure to return Mail Box Key.....	\$15.00
Failure to return Bedroom Door Key.....	\$10.00
Failure to return Apartment Key.....	\$10.00

**LIGHT BULBS:**

Regular.....	\$2.96
Appliance.....	\$2.96

**PAINTING & PATCHING**

If resident has marked the walls, we will charge for time and materials as follows:

Entire Efficiency.....	\$200.00	Small Holes (Golf).....	\$40.00
Entire One Bedroom.....	\$225.00	Medium Holes (Softball).....	\$75.00
Entire Two Bedroom.....	\$250.00	Large Holes (Soccer).....	135+
Living room only.....	\$125.00	2' x 4' or > Dry Wall Damage.....	\$75.00
Kitchen only.....	\$125.00	Full Drywall Sheet.....	135+
Bedroom Only.....	\$125.00	Ceilings.....	\$76.00
Bathroom Only.....	\$125.00	Doors.....	\$35.00

\*Second Coat if Required.....80% of Original Cost\*

**CARPET SHAMPOO**

Carpet cleaning is required to be professionally cleaned

charges are as follows:

Efficiency.....	\$61.95	Two Bedroom.....	\$82.95
One Bedroom.....	\$72.45	Excessively dirty carpets.....	Additional 75%
Patchwork and zipper repairs	\$47.25	Second Clean if needed	\$51.45
		Red Stains	\$8.40

**KITCHEN**

Disposal Stopper.....	\$5.63	Sink faucet handles.....	\$16.82
Disposal Gasket.....	\$38.15	Cabinets.....	\$480.92
Disposal Splash Guard.....	\$13.02	Doors.....	\$75.32
Garbage disposal.....	\$116.84	Hinges.....	\$37.19
Shelves.....	\$64.39	Kitchen Floor.....	\$203.42
Drawers & Front.....	\$81.98	Cover Plates.....	\$8.09
Counter.....	\$369.92	Light Switch.....	\$22.03
Sink.....	\$89.32	Electric Receptical.....	\$21.29
Sink Faucet.....	\$37.72	Kitchen Light Diffuser.....	\$85.99

**APPLIANCES**

Range.....	\$702.92
Range Elements Large.....	\$71.33
Range Elements Small.....	\$68.00
Control Knobs on Stove.....	\$22.62
Stove Eyes (4).....	\$26.62
Gas Range Grate.....	\$331.45
Oven Rack.....	\$72.32
Oven Door.....	\$137.52
Oven Door Glass.....	\$113.04
Oven Door Bracket.....	\$42.54
Range Hood.....	\$98.20
Range Hood Filter.....	\$18.68
Range Hood light diffuser.....	\$21.26
Dishwasher sprayer.....	\$58.56
Dishwasher.....	\$286.67
Dishwasher Rack.....	\$114.54

Dishwasher knob.....	\$11.09
Dishwasher silverware basket...	\$48.65
Dishwasher Door Panel Outer...	\$113.97
Dishwasher Gasket.....	\$68.60
Refrigerator.....	\$591.92
Refrigerator Shelves.....	\$47.16
Refrigerator Door.....	\$156.15
Refrigerator Inner Panel.....	\$71.85
Refrigerator Door Gasket.....	\$55.93
Refrigerator Door Handle.....	\$49.94
Refrigerator Bar.....	\$18.58
Crisper Drawer.....	\$49.98
Crisper Cover.....	\$46.32
Freezer Door.....	\$128.06
Freezer Door Gasket.....	\$68.46
Freezer Ice Tray Shelf.....	\$29.00

**BATHROOM**

Bathroom Door.....	\$175.67
Bathroom Door Knob Set.....	\$30.18
Bathroom Door Stopper.....	\$14.51
Toilet .....	\$203.42
Toilet Seat Elongated.....	\$34.83
Toilet Seat Regular.....	\$21.80
Tank Top.....	\$44.76
Toilet Paper Bracket.....	\$22.95
Toilet Paper Spindle.....	\$12.19
Vanity Top Single.....	\$342.17
Vanity Doors & Front.....	\$223.67
Vanity Door Hinges.....	\$29.00
Vanity Light.....	\$65.24
GFCI outlet.....	\$34.39

Towel Bar.....	\$38.84
Linen Closet Door.....	\$149.83
Linen Closet Shelves.....	\$44.82
Exhaust Fan.....	\$227.14
Exhaust Fan Diffuser.....	\$58.19
Shower Stall.....	\$485.36
Shower Door Handle.....	\$33.22
Shower Head.....	\$24.12
Bathtub.....	\$565.70
Tub or Shower Fixture.....	\$156.14
Tub pop up Stopper.....	\$19.75
Vanity Bowl.....	\$119.83
Wall Mirror.....	\$175.67
Floor/Tile.....	\$203.42

**BEDROOM**

Bedroom Door.....	\$192.32
Bedroom Door Knob Set.....	\$47.16
Bedroom Door Stop.....	\$14.51
Bedroom Closet Door.....	\$203.42
Closet Shelves.....	\$70.22
Closet Supports.....	\$48.96

Light Fixture.....	\$66.58
Bedroom Window.....	\$183.11
Window Sill.....	\$66.58
Window Screen.....	\$33.28
Bedroom Blinds.....	\$61.03
Smoke Detector.....	\$44.39

**HALL, LIVING AND DINING**

Entry Door.....	\$425.42
Entry Door Frame.....	\$517.33
Entry Door Lock Set.....	\$219.43
Entry Door Stop.....	\$14.51
Hall Closet Door.....	\$203.42
Hall Closet Bi-fold Knob.....	\$11.46
Closet Shelf.....	\$70.22
Closet Supports.....	\$48.96
Hall Light Diffuser.....	\$31.83

Dining Room Light.....	\$61.03
Smoke Detector.....	\$35.00
Smoke Detector Battery.....	\$10.35
Fire Alarm Horn.....	\$103.52
Living Room Blinds.....	\$61.03
Head Rail (Vert Blind).....	\$138.74
New Patio Screen.....	\$116.54
Rescreen Patio.....	\$92.42
Slats.....	\$7.40

**CARPET REPLACEMENT**

To Be Determined Upon Replacement

**\*\*Prices are subject to change at anytime for any reason.  
A 15% administration fee may be added to any prices.**