



PRICE REAL ESTATE • *William H. Price* • Broker

2401 SOUTH MAIN STREET, SUITE E • POST OFFICE DRAWER 199 • BLACKSBURG, VIRGINIA 24063 • Telephone: 540 / 552-6897
FAX: 540 / 951-0243

Dear Residents of _____:

Your current lease expires on _____. We have enjoyed having you as a resident, but before you leave, you will need some very important information regarding check-out procedures:

1. **SCHEDULING CHECK-OUT:**

Call to schedule a time to check-out at least one week before your lease ends. Remember that you must checkout by 3:00p.m. on, or before the day your lease ends. Appointments may be scheduled Monday thru Friday, 10:00a.m. – 3:00p.m. Please call to confirm your check-out appointment one (1) day prior to the appointment. We will meet at your apartment for your walk-through.

2. **FURNITURE:**

All furniture /belongings MUST be removed and disposed of properly **BEFORE** final walk-thru. We will not be able to begin inspection until ALL personal items are removed. **DO NOT LEAVE FURNITURE BY THE DUMPSTERS**, you will be charged for any hauling /removal of items. Please see reverse side for more information regarding this policy.

3. **CARPETS:**

Price Real Estate will have your carpets steam cleaned and the cost will be deducted out of the security deposit. **Do not have your carpets cleaned yourself. Price Real Estate will have them cleaned. NO EXCEPTIONS!**

4. **CHECK-OUT /KEY RETURNS:**

We strongly recommend that at least one resident be present at the time of check-out. Should there be any questions regarding the check-out, they can be discussed at that time and avoid future discrepancies regarding cleaning /damage charges. **(We will need ALL entry and MAIL keys at this time.)** Please finish all moving and cleaning prior to inspection, because once the inspection is complete, you will not be allowed to re-enter the apartment for any reason (i.e. to clean any items that have been marked unsatisfactory on the inspection list.) **ALL** keys must be returned at checkout. You may only drop off keys at the office if you are unable to be present for your inspection and wish us to inspect your apartment without a scheduled appointment. **REMEMBER – Failure to turn in your keys and changing locks are one of the most expensive charges that you will be responsible for so please do not take it lightly. BE RESPONSIBLE TO TURN IN ALL KEYS. DO NOT MAIL KEYS in a regular paper envelope, use cushioned /cardboard ONLY to ensure delivery. If you are going to entrust the U.S. Postal Service to deliver your keys, you will still be responsible if they do not arrive to the office.**

5. **GENERAL CLEANING:**

A checkout sheet is enclosed to provide residents with a comprehensive list of cleaning requirements and charges for inspection. *Please note that windows, blinds and floors (wood, vinyl, etc.) are very expensive to clean, so you will want to pay special attention to these areas. If you have any questions or experience difficulties in removing the windows for cleaning, contact the office. Please remember that there is NO PARTIAL CREDIT for cleaning. **So please clean thoroughly.** Also, please note that VCT TILE requires stripping /waxing (these products may be purchased at Lowes or another local hardware store) in the cleaning process. If you have questions as to how to clean these floors, please check with the Rental Office.

6. **UTILITIES:**

Please remember (per your lease agreement) that all utilities must remain connected until your lease end date, NOT the date you vacate. There will be a transfer fee of \$30.00 PER UTILITY that is disconnected and transferred back into Price Real Estate's name PRIOR to your Lease Expiration Date.

If you have any questions, please call 540-552-1065 for assistance. Thank you for a great year and best wishes for the future! We wish you continued success!

Sincerely,
Your Friends at Price Real Estate

Furniture Removal

All furniture /belongings **MUST** be removed and disposed of properly **BEFORE** final walk-thru. **We will not be able to begin inspection until ALL personal items are removed.**

Please send any unwanted items to any of the following locations /companies:

Goodwill	YMCA	Montgomery Regional Solid Waste Authority
(p) 540-951-0215 1411 North Main Street Blacksburg, VA 24060	(p) 540-552-2633 *Must make an appointment! 1000 North Main Street Blacksburg, VA 24060	(p) 540-381-2820 555 Authority Drive Christiansburg, VA 24060

Please keep in mind that deductions will be made from your security deposit if we have to haul away any items left.

In order to assist our Residents when vacating, we have provided this checklist to insure that the apartment is thoroughly and properly cleaned. Average costs for inadequate cleaning shall be as follows (in unusual situations, cleaning costs may be greater). Please remember that to ensure credit for each of these areas, you must clean items thoroughly. Do not partially clean an item. (ex. Do not clean 1/2 the windows. You must clean the entire window, both inside and out, to receive credit.)

For questions please contact our office at (540) 552-1065

KITCHEN

AREA TO BE CLEANED	CLEANING HINTS
REFRIGERATOR <input type="checkbox"/> Defrost (Please do not use sharp objects). <input type="checkbox"/> Clean off dirt and food particles; wipe out. <input type="checkbox"/> Light bulb must be present and working. <input type="checkbox"/> Clean front, back, top, and floor below. <input type="checkbox"/> DO NOT UNPLUG! Do not turn temperature down or off. <input type="checkbox"/> ALL Bars/Brackets/Parts must be present and shown to inspector at check-out\$10-50 charge(cleaning)\$50-75 charge (per each part)	Defrost & clean with a mixture of baking soda & water to get rid of musty odors and dirt. Clean door seals, racks, and crispers. Clean outside with multi-purpose cleaner/degreaser. Use non-scratch scrub pad if necessary.
STOVE (OVEN) <input type="checkbox"/> Racks are free of dirt and grease. <input type="checkbox"/> Top, bottom, and sides are free of dirt, grease, or baked on foods. <input type="checkbox"/> Light bulb is present and working. <input type="checkbox"/> Clean window in door of oven.\$15-50 charge	Spray inside with oven cleaner, including top & bottom racks. Let stand for 2-3 hours & wipe out, making sure to remove all residues. Steel wool may be used for stubborn stains. Clean outside with hot soapy water, or degreaser.
STOVE (SURFACE UNITS)/ BUILT-IN MICROWAVE <input type="checkbox"/> Units are free of grease and/or food. <input type="checkbox"/> Sections under the stove eyes are clean. <input type="checkbox"/> All knobs are present and working. <input type="checkbox"/> Range hood filter is clean, and free of grease. <input type="checkbox"/> Light and fan work.\$15-45 charge <input type="checkbox"/> Stove pans must be replaced. (Leave in packaging – we will install)\$25.00 charge	You will need a degreaser! (409 or greased lightning) carefully pull out stove eyes, (if possible) and stove pans. Lift cooktop & clean underneath with degreaser. Soak knobs in hot soapy water. Use degreaser on rangehood/microwave, remove rangehood filters; spray with oven cleaner. Clean around perimeter of cooktops & disinfect knobs. Clean interior of microwave with degreaser/hot water. Stove pans may be purchased at Heavener hardware or Wal-Mart.
SINK <input type="checkbox"/> Clean and free of dirt and grease. Sink fixtures are all clean. <input type="checkbox"/> Garbage disposal (if provided) is working, and has cover for opening.\$5-15 charge	Clean sink stoppers & garbage disposal covers; clean stainless steel sinks with ajax/comet. Use scouring powder & scrub pad on porcelain sinks. Use behind & around handles. Be sure and clean & disinfect all handles & clean backside of faucet handle.
WALLS AND KITCHEN CABINETS (Exterior & interior condition) <input type="checkbox"/> Free of grease & food particles\$5-60 charge	Use degreaser on cabinets & walls, to remove grease & dirt (both inside & outside). Disinfect all handles to cabinets and drawers.
DISHWASHER <input type="checkbox"/> Free of food particles and dirt <input type="checkbox"/> Free of odors <input type="checkbox"/> Gasket Cleaned\$ 5-25 charge	Use dishwasher detergent to wash out the dishwasher on a full cycle. Use degreaser around seal and sides and door. Exterior of dishwasher must also be cleaned.

BATHROOM

BATHTUB <input type="checkbox"/> Clean both sides of glass door, tracks, tile around tub, front & back bars on sliding shower door and fixtures.\$10-50 charge	You will need a soap scum remover to clean tub, walls & tracks. All fixtures and stalls should be polished with window cleaner. Clean tracks by using cleaners. Scrub with a toothbrush. Tracks are clean when chrome is free of dirt & polished with window cleaner. Shower doors are removable, making cleaning shower tracks easier.
SINK <input type="checkbox"/> Fixtures, brush & soap dish cleaned front & back. <input type="checkbox"/> All items removed from medicine cabinet or vanity & wiped out. <input type="checkbox"/> Mirrors polished.\$5-15 charge	Use ajax/soft scrub & scrub pad. Polish fixtures with window cleaner. Spray multi-purpose cleaner inside medicine cabinet & wipe out. Polish mirrors with Windex. Be sure to clean & disinfect all handles & clean backside of faucet handles.
COMMODE <input type="checkbox"/> Free of dirt, hair & stains. (Use bowl cleaner to disinfect.) <input type="checkbox"/> Clean base of commode.\$5-10 charge	Use toilet bowl cleaner (and scrub brush on stubborn stains). Should be clean & free of all dirt & hair behind lid & base of commode.

GENERAL CLEANING

WASHER/DRYER AREA CLOSETS, CABINETS & DRAWERS (interior/exterior condition) <input type="checkbox"/> Clean dirt, grease and food particles. (Use vacuum for best results). <input type="checkbox"/> No items left, except for appliance instruction booklets. <input type="checkbox"/> Wipe off/out Washer & Dryer. Clean lint filter. Remove all dust/debris from area. <input type="checkbox"/> Wipe & dust top of hot water heater.\$15-50 charge	Use degreaser or murphy's oil soap. Remove all residue and particles. Remove all items!!!!
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<p>ALL FLOORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Carpet: Vacuum carpets & remove stains Vacuum \$15-60 Shampooed \$90-250 <input type="checkbox"/> Hardwood or tile: Mopped & waxed (all black/scuff marks & wax removed –tile floors only.)\$20-200 charge <input type="checkbox"/> *Vinyl: Sweep & mop (Do not wax No-wax floors)\$20-100 charge <input type="checkbox"/> *Tile: All scuff marks removed. Clean & waxed.\$20-100 charge <input type="checkbox"/> Baseboards & Heaters:\$5-50 charge <p>* NOTE: In some conditions, these types of floors may need more detailed cleaning to remove ground in dirt. Additional charges will apply to the additional cleaning needed.</p>	<p>PRICE REAL ESTATE WILL HAVE THE CARPETS CLEANED & DEDUCT FROM YOUR SECURITY DEPOSIT.</p> <p>HARDWOOD FLOORS: sweep and mop well, through-out and including corners. Wax floors with a clean sponge mop. Some units have been refinished & do not require wax. Please check with our office to see if your unit is one needing to be waxed.</p> <p>VINYL FLOORS: clean & mop, do not wax. Remove scuff marks (black marks) with scrub brush & abrasive cleaner (soft scrub) or magic eraser. Please call with any questions.</p> <p>TILE: clean with degreaser or hot soapy water.</p> <p>BASEBOARDS/HEATERS: wipe with sponge & hot soapy water.</p> <p>Clean all floors thoroughly. Do not wax over dirt or wax/mop dirt into corners. Tre wax may be purchased at Heavener hardware. Wax floor with clean sponge mop. Wax floor in the direction of the grain of the wood. Call with questions.</p>
<p>LIGHT FIXTURES & BULBS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Globes & covers are installed & free of bugs & dirt...\$5.00 each <input type="checkbox"/> Fluorescent light over kitchen sink cleaned. <input type="checkbox"/> All light bulbs should be present and working.....\$5 charge each <input type="checkbox"/> Vanity bulbs (bathroom)...\$5 charge each <input type="checkbox"/> Ceiling Fans cleaned...\$5 charge each 	<p>60 watt bulbs (in light fixtures only) Appliance bulbs – 40 watt only Vanity bulbs – 40 watt only (in bathroom only) Don't forget to change exterior bulbs (front &/or back)</p>
<p>WALLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nails & picture hangers are removed & all holes spackled/sanded. <input type="checkbox"/> Switch & receptacle plates are in place & free of dirt/finger marks. <input type="checkbox"/> Thermostat covers are present & not damaged. <input type="checkbox"/> Smoke detectors are present and in working order. <input type="checkbox"/> All air vents should be dirt/dust free. <input type="checkbox"/> CO2 Detector is present and in working order. 	<p>Clean all switch plates with degreaser or multi-purpose cleaner. Remove all nails, screws and adhesive tapes. Spackle all holes.</p> <p>Nail Holes ... \$ 2.00 each Switch & Receptacle Plates Cleaning... \$ 10-20/Broken \$15.00 each Thermostat Covers... Cost/labor Smoke Detector Missing... \$ 25.00 each Air Vents Clean... \$ 15-30 Co2 Detector Missing... \$ 40.00 each Smoke & Co2 Detector Batteries... \$ 15.00 each</p>
<p>ALL WINDOWS & DOORS & SILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Windows, storm windows, tracks & screens cleaned on both sides and not damaged. <input type="checkbox"/> Window sills must be vacuumed & wiped clean. (No bugs/dirt).....\$25-75 charge 	<p>Clean inside & out. Use brush on screens & tracks to remove grass, cobwebs, etc. Use degreaser to wipe out window sill. Make sure both sets of windows are clean & streak free. <u>Call office for removal tips.</u></p>
<p>BLINDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blinds should be free of dust & dirt, both sides.....\$40-80 charge <input type="checkbox"/> Damaged blinds.....\$25-75 each 	<p>Remove and soak in bathtub with degreaser. Scrub dirt/dust off with sponge. This the <u>only</u> way to thoroughly clean. Please note that it is less expensive for <u>residents</u> to replace damaged blinds themselves. Residents must <u>replace</u> blinds and not leave in a box or a charge <u>will</u> occur. Please replace with <u>white blinds only!</u></p>
<p>OUTSIDE-DO NOT PARK ON GRASS WHEN MOVING!</p> <ul style="list-style-type: none"> <input type="checkbox"/> All areas are free of trash/debris/cigarette butts: storage & utility rooms empty & clean. No vehicles are allowed on the grass at any time. Damage to lawn, sewers & drains may occur. <input type="checkbox"/> All patios, decks & balconies must be swept & all trash removed. <input type="checkbox"/> No furniture, flower pots, etc. may be left outside.\$5-200 charge 	<p>Dispose of all trash, debris and cigarette butts. Do not leave furniture/items beside dumpster. Your blue trash receptacle is present, if you have trash pick-up through the TOB.</p>

OTHER HELPFUL INFORMATION

MATERIALS	CHEMICALS	HINTS
<ul style="list-style-type: none"> • Gloves (Playtex) • Magic Erasers • Light bulbs • 9 volt battery • Nylon scrub pads • SOS pads • Rag mop(cleaning) • Sponge mop (waxing) • Rags (terry cloth) • Scrub brush • Stove Pans 	<ul style="list-style-type: none"> • Degreaser - Spray 9 • Greased Lightning • 409 • Floor wax – Johnson’s Wax, Tre wax • Glass cleaner- Windex • Oven cleaner – Easy Off • All Purpose Cleaner – Clorox Cleanup or Soft Scrub • Toilet bowl cleaner- Clorox Cleanup 	<ul style="list-style-type: none"> • Allow 2 days for cleaning • Wear Gloves!!! • Clean windows & blinds a day or so ahead • Contact office about removing windows • Use adequate ventilation • Read all instructions on chemical packaging.

“It is understood that upon vacating the unit, all those on the lease will be responsible for the cleaning listed above. Should any additional cleaning be necessary, it will be deducted from the security deposit.”

Unit # _____ Signed _____ Date ____/____/____