

Palermo Realty
2906 Copperleaf Drive
Erie, PA 16509
O: 814-835-6757
F: 814-833-8095



MOVE OUT PROCEDURES

DATE: _____ ADDRESS: _____

TENANT(S): _____

LEASE END DATE: _____

Following a few key guidelines stated in this letter will help the transition be as smooth as possible when you move out, and you can ensure that you receive your deposit back.

The single greatest area of repair to a unit after a tenant vacates is the walls. Painting is a time consuming and costly process. The most common mistake is that a tenant will attempt to wash their walls, leaving large streaks that will have to be painted over. **Please do not attempt to wash your walls.** Also, be mindful of handprints, scrapes from furniture, nail holes, etc. Sometimes a relatively small mark can require extensive painting. We encourage you to attempt to repair any minor marks to save on labor costs. If you contact our office, we will be happy to supply you with our paint at a cost well below market price. When painting our unit, please remember to paint the entire walls, not just touch up spots. All painting should be done from corner to corner and floor to ceiling. This prevents areas of mismatched color. Any remaining work required upon move-out will be professionally completed and billed.

The second most common area of repair is the flooring. All carpet areas must be cleaned by a professional carpet cleaning company. This is due to the chance of allergens (pets, smoke etc.) that may reside within the carpet. It is also an issue of sanitation. Using a rented unit to shampoo your own carpet will not be accepted, as there is no guarantee that the work was done properly. If you have your carpets cleaned, please provide a receipt so that you will not be charged. All hard-surface floors must also be cleaned appropriately.

The final common repair is cleaning. If you choose to get your unit professionally cleaned, you must provide a cleaning receipt to the office at the time of moving out. Be sure that all glass (windows and mirrors), appliances, and woodwork with appropriate cleaners. All trash should be removed from the unit as well. Garages and exterior porches will also need to be swept clean. Areas most tenants forget to check are the tracks for windows and sliding doors, behind the appliances and inside the cabinets. If we must send in maintenance for any repairs, painters etc. we will be forced to have the unit re cleaned.

If you follow the preceding information, you can ensure that you receive back the security deposit for your unit. These issues make up the majority of charges; however, there are other things to remember. Check all your screens and blinds to make sure there are no holes, and they are working properly. Make sure that all doors stops, and towel bars are in working order. It is also very important that all smoke detectors be in place and function correctly.

When you are ready to turn over possession of the unit, please turn in all your keys, garage door remotes, fitness cards, etc. to one of our offices listed below. If the office is closed, each office has a drop box or mailbox you can turn everything in to. Also, please leave a forwarding address in the unit or with the office so we can return your security deposit. If you have received this letter in error, please contact the office immediately so that we can make sure we have a renewal on file.

MAIN OFFICE 2906 Copperleaf Drive Erie, PA 16509	BROOKWOOD OFFICE 5100 Clubhouse Drive Erie, PA 16509
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