

2620 LOFTS

MOVE OUT TIPS, PROCEDURE & POLICIES

Thank you for choosing to live at 2620 Lofts!!! No one enjoys the moving process. Therefore, we want to help you have a decent experience, from the preparation--to the actual moving day. This document is to help you navigate through the tasks that need to happen before you officially turn in your keys and say good-bye to us.

PLEASE READ THROUGH THIS THOROUGHLY, as it will save many headaches regarding everything from scheduling things, to most importantly, helping you avoid any \$\$ charges, i.e. damages and/or cleaning.

SCHEDULING MOVE-OUT

1. **RESERVE ELEVATOR and LOADING DOCK** We strongly suggest you reserve the north elevator and middle loading dock at least 2 week in advance. Reserve times are usually in 3 hour slots (9am-12, 12-3, 3-6pm) and are reserved on a first-come first-serve basis. EMAIL: management@2620lofts.com to reserve your time slot. THERE IS NO MOVING ON SUNDAYS UNLESS IT IS THE FIRST OR LAST DAY OF THE MONTH. **If you use a moving service, you will need to provide the movers certificate of insurance, naming the Certificate Holder as 2620 Washington Master Tenant LLC and other associated companies.**
2. Report any conditions that need repair before moving out.
3. Contact the post office to have your mail forwarded.
4. Contact utility companies to schedule shut-off effective the last day of your lease.

PAINTING AND PATCHING HOLES--- DON'T !!!!----- READ BELOW!!!

1. **YOUR LEASE DOES NOT ALLOW WALLS TO BE PAINTED. IF YOU PAINTED YOUR UNIT, AN APPROVED PROFESSIONAL PAINTER MUST RETURN IT TO THE ORIGINAL COLOR- ASK MANAGEMENT FOR NAMES. IF NOT PAINTED BACK IN A PROFESSIONAL MANNER, YOU WILL BE CHARGED!!!!** It is less expensive to use 2620 to recommended professional painters directly than having building management charge you after you move.
2. **DO NOT fill holes in drywall;** Pictures hanger holes using using the thin finish nails are no charge up to 10 holes. Larger holes, holes with anchors, and television holes could be charged for patch/repair. Charge for Televisions hung on wall is \$95-\$150. DO NOT PATCH YOURSELF, USE A RECOMMENDED PROFESSIONAL. PATCHING YOURSELF COULD ACTUALLY COST MORE MONEY IF NOT DONE RIGHT.
3. **DO NOT touch up the paint, as we use a special paint.** IT IS NOT PLAIN WHITE!!!

CLEANING

Your unit needs to be in “professionally cleaned” condition. If you want to avoid charges, please follow the instructions below. Also remember that upon your lease signing, you were given a check-in sheet to report any repairs or missing items, such as a missing window screen that would have been replaced.

KITCHEN:

*****Use non-abrasive cleaners, pads, sponges that will not scratch or damage finish. Appliance should like like new.**

1. Clean inside and outside of refrigerator; shelves, crisper drawers and freezer. Unplug and pull the refrigerator out away from the wall. Clean underneath and behind refrigerator. After cleaning RE-PLUG the refrigerator and leave running.
2. Clean cupboards, under sink, and baseboards.
3. Stove--clean under burners, controls, rings, and stove top. Wipe down front and sides of range. Be sure to pull out bottom drawer and clean. Clean floor under stove as best you can. **Clean broiler pan and leave in oven.**
4. Clean inside of oven--be sure to have all traces of oven cleaner wiped free.
5. Thoroughly clean sink and remove all stains to shine.
6. Sweep and mop with hot water, (steam mop) kitchen area floor. No mop streaks.
7. Exterior faces of cupboards should be wiped down and grease free. Murphy's Soap is a good product for this.
8. **If you have a building-owned microwave oven, it should be thoroughly cleaned inside and out. Make sure that your moving company doesn't think it's yours and moves it out with your belongings, or you will be charged for it.**
8. Dishwasher must be clean and in good working order.

EVERYWHERE:

Baseboards cleaned, and finger marks or other marks cleaned off of light switches and walls--- a Magic Eraser sponge does a good job. **ONLY USE HOT WATER ON THE CONCRETE FLOOR, NOT SOAPS AS THEY CAN DAMAGE THE FLOOR FINISH.**

LIVING ROOM:

1. Floor vacuumed and mopped.
3. Windows must be washed, inside, window sills dusted and cleaned with damp cloth.
4. Window screens vacuumed.
5. Heat/ HVAC return grate vacuumed/ cleaned.

BEDROOMS:

1. Same as living room.
2. Closets vacuumed and top shelf dusted/ cleaned.

BATHROOM:

1. Toilet bowl must be scoured and cleaned with a disinfectant. The outside of the bowl, including the seat, rim, tank, and base must be clean and disinfected. An old toothbrush works well along the bolts and base of the toilet fixture.
2. Bath tub must be scoured to remove any rings. Sides of the tub enclosure/ shower tile must be clean and free of any mildew and soap build-up. (Spray foam bathroom cleaner works well here.)
3. Bath tub faucets—tub and shower head faucets scoured and polished.
4. Sink must be scoured and faucet polished. Wipe down counter top surrounding sink and clean vanity mirror.
5. Bathroom exhaust vent vacuumed/ cleaned.
6. Mirror cleaned with glass cleaner.
7. Sink vanity cabinet must be dusted and wiped clean on the inside. The exterior of cabinet should also be dusted and cleaned.
8. Sweep and mop floor.

UTILITY CLOSETS and WASHER/DRYERS (if applicable):

1. Storage area must be empty and swept/ mopped.
2. Slats on door to utility closet cleaned/ vacuumed.
3. (If applicable) Washer/ Dryer should be be wiped down, make sure lint traps are cleaned out. Throw away all old lint. Make sure tub sink is cleaned out and drain is not clogged.

GENERAL:

Reasonable "wear and tear" of the apartment unit is always considered, depending upon length of occupancy. You are responsible for any and all damage done to the apartment including walls, doors, cement floors (i.e. excessive scratches), cement structures such as brick walls/ cement structures and appliances.

Unfortunately, some people move out and do not do a good job of cleaning and are charged fees. Let's avoid those charges. We would rather have a unit ready for the next tenant by you than charge you any damage/cleaning fees. **ASK YOURSELF IF YOU WOULD BE PLEASED TO MOVE INTO YOUR UNIT WHEN YOU ARE DONE CLEANING.** Please contact us with any questions.

GARBAGE

When using the garbage bins (as always) in the building, please make sure that all garbage bags and items fit inside the bins. **ONLY TRASH BAGS ARE TO BE PLACED IN THE FLOOR CHUTES OR IT WILL CLOG. IF YOU CLOG the CHUTE YOU WILL BE CHARGED.** ****It is your responsibility to dispose of any oversized items (such as couches, chairs, etc.) on your own other than leaving them in the loading dock. If you have any oversized items that you cannot dispose of on your own, please notify MANAGEMENT@2620LOFTS.COM and arrange to pay in advance for disposal (you will be charged what we are charged--- typically \$55 for something as big as a couch or mattress). Be aware that if you over fill the garbage bins you will be assessed an extra charge ranging from \$75 to \$300. Not notifying management of furniture disposal could result in charges of \$100 to \$500. We have cameras that will verify if you have left large items behind. Our dumpsters are only for normal daily garbage use, and we get charged by our waste management company when they aren't.

MOVE OUT DAY

1. Are you scheduled for the moving elevator and loading/ moving dock?
2. Make sure you are packed and ready to move out by the reserved move-out time slot that was approved by management. Usual time slot is 3 hours. This is to ensure all residents can be accommodated with reserved elevator and loading dock times. ******We provide Free of Charge 3 hours to move-out. After that you will be charged \$150/hour** if you go over that approved move-out time, unless you have written permission from management. There is a \$500 fee for unauthorized moving.
3. MOVING ELEVATOR--- how to find it if you lose it:

IF THE NORTH ELEVATOR IS NOT ON THE FIRST FLOOR, THEN YOU WILL HAVE TO RETRIEVE THE ELEVATOR. GO TO THE TALMAN DOOR AND LOOK ON RIGHT WALL-- IT WILL TELL YOU WHAT FLOOR TO RETRIEVE THE ELEVATOR. **The moving elevator is #1 on the wall panel. DO NOT USE SOUTH ELEVATOR; IT IS NEVER PROTECTED WITH PADS!!!**

4. LOADING DOCK AREA

If your moving truck cannot fit all the way into the middle loading bay area, allowing you to close the garage door, THEN YOU MUST HAVE SOMEONE ATTENDING THE LOADING BAY AREA AT ALL TIMES, ASSURING THAT NO UNAUTHORIZED INDIVIDUALS ENTER THE BUILDING. If for some reason you do not have enough man power to guard the open garage door, then you should load the truck in shifts--- using the loading bay as a staging area and then opening the garage door, loading the truck and then closing the door. If the weather is below 55 degrees, please be sure the loading dock garage doors are not open at the same time as the doors to the mailroom area, so the building's 1st floor stays warm. **If we see on the cameras that the garage door was left open with no one attending to it, you will be fined due to a breach in safety for other residents.**

FINAL EXIT

You have to turn your keys in by 12-noon on the last day of your lease. We require all tenants to have the apartment EMPTY & CLEANED BY 12 NOON of the last day of their lease. If you cannot be moved out, or have the apartment cleaned, by this time, you must contact 2620 Washington Management immediately at management@2620lofts.com. A holdover fee may be applied.

1. Is your unit clean as set forth with the list above? Has all debris/garbage been removed?
2. Have you vacated your parking and storage unit (if applicable)?
3. **TURN IN ALL KEYS, etc.** Either provide to management in person, or put in an envelope labeled with your name and unit # and drop in office mail slot. **You will be charged for missing items.** This includes:
 - i. Unit Key(s)
 - ii. Mail Box Key
 - iii. Key FOB(s)
 - iv. Garage Opener(s)
 - v. Laundry Card(s)

4. PROVIDE A FORWARDING ADDRESS TO MANAGEMENT. This is VERY IMPORTANT. You can either write it on the envelope when you drop off your keys, or you can email it to management@2620Lofts.com. This allows us to notify you in a timely manner if there are any charges for damages or cleaning upon your exit.

WHAT IF THERE ARE CHARGES/ FEES UPON MY EXIT FROM THE BUILDING?**** PLEASE SEE COST CHART FOR DAMAGE ESTIMATES

We prefer if the unit is left in “fantastic condition” so we do not have to charge you anything. We did not take a security deposit, but we want to be clear that if the unit is not cleaned properly and/or there is damage, you are responsible to pay for all cleaning and damages. You are responsible for any fines during your move-out process, like not vacating on time, abusing move-out reservations, etc. Charges and fines will be administered through your PayLease. If the PayLease is not available, you will be sent an invoice. ******If the invoice is not paid in 30 days, we may report to ALL of the Credit Bureaus and involve attorneys/collection agencies and late fees will apply. This will negatively affect your credit rating and no-one wants that.**

We hope you had a positive experience & enjoyed living at 2620 Washington. We wish you the best of luck in the future. We welcome any comments you have. If you have any questions, please contact management at management@2620lofts.com.

Thank you for choosing to live at 2620 Lofts!

-----**2620 Washington Master Tenant LLC, Management**

COSTS ASSOCIATED WITH CLEANING/ DAMAGES, ETC.

If 2620 Washington Master Tenant LLC is required to hire a cleaning service; you will be charged approximately \$200 to \$300. This charge is only an estimate as the final bill depends on the condition of the apartment. It is also your responsibility to remove all of your personal items from the apartment and dispose of them properly. In your unit, you will only be charged for anything that is not considered normal wear and tear.

There is a \$75.00 charge per key for keys, FOBS, and Garage Door Openers if not returned to our office by the last day of your lease at 12:00 NOON as well as all costs associated with replacing the locks. *If the lessor does not vacate and turn in all "keys" by noon on the last day of the month, there will be a charge of \$150 for the afternoon of the last day of your lease and for each day thereafter.* Late Fees are 1-1/2% per month on all charges after 30 days.

2620 Lofts

2620 W. Washington

management@2620lofts.com 3614

ESTIMATED DAMAGE CHARGE SHEET (2014)

Damage charges the above price list is subject to change without notice or demand. This is not meant to be an all-inclusive list. Any fixed cost below can be charged per hourly rate if excessive.

Labor Charge (where applicable) \$85/hr. Per management discretion may also be a project management fee of 20% of the charges.

Window Screens \$285 each	HVAC Ducts not dusted and cleaned \$75.00
Broken windows (each) \$500-\$1000 or more (cost) plus 20%	Tile floors not swept & mopped (each room) \$25.00
Furniture removal & disposal (each piece) \$65.00	Trash removal (each room) \$ 30.00
Holes in walls/doors (each) \$45.00	Stovetop cleaning \$ 55.00 or per hour
Missing Showerhead \$125	Oven cleaning \$55.00 or per hour
Bathroom Vanity Countertop \$225.00	Dishwasher cleaning \$45.00
Damaged bathroom mirror/medicine chest \$150.00.	Bath tub & Tile cleaning \$70.00
Damaged apartment entry door \$975.00	Toilet cleaning \$25.00
Damaged cabinet door/drawers (each) \$ 165.00	Bathroom medicine cabinet cleaning \$25.00
Damaged cabinet frames (each) \$ 400.00	Bathroom vanity/sink cleaning \$25.00
Damaged bathroom vanity \$ 250.00	Kitchen sink cleaning \$25.00
Damaged/Missing light fixtures (each) \$150.00	Kitchen cabinet cleaning (each) \$25.00
Damaged/Missing smoke detectors (each) \$95.00	Refrigerator Cleaning (interior/exterior) \$50.00
Replace tile floor \$7/sf	Replace Microwave \$175.00
Damaged interior doors (each) \$250.00	Floor not vacuumed and mopped clean (each room) \$35.00

Re-sand/and finish concrete floors due to outside of normal wear and tear at a minimum of \$3.75/sq. ft.

Removal of items from common areas/storage lockers See Labor Charge

Apartment, mail box and common area keys, Key FOB and garage door openers not returned by NOON the day your lease expires (each key/device) Please note you are responsible for returning an equal amount of sets as names on the lease (Example-2 names=2 sets).

----If a key is not returned \$75.00 PER KEY. Key, Garage Opener & key Fob; Mail key \$50 per item.

----Laundry Card \$35

Over loading of garbage containers or dumping of items outside of containers are subject to extra charge by Scavenger service is subject to scavenger charge. Charge for any furniture left for disposal.

ONLY USE HOT WATER ON THE CONCRETE FLOOR, NOT SOAPS AS THEY CAN DAMAGE THE FLOOR FINISH.

Lessee understands that they had 48 hours from the time of lease start date to notify management & to submit the "Move-in Check List" of any maintenance requests or notable damages. Lessee fully understands that all charges are authorized for management to be paid by ACH, electronic withdrawal or credit card plus any applicable fees.