

COST CHART FOR DAMAGES

Broken windows blinds (each)	\$ 15.00	Carpet not vacuumed (each room)	\$ 15.00
Broken windows (each)	\$ 100.00	Wood/ Tile floors not swept (each room)	\$ 15.00
Furniture removal & disposal (each piece)	\$ 50.00	Trash removable (each room)	\$ 30.00
Holes in walls/ doors (each)	\$ 35.00	Stove top cleaning	\$
Window screens (each)	\$ 25.00	Oven cleaning	\$ 50.00
Re-sand/ Varnish hardwood floors due to outside of normal wear and tear		Removal of items from common areas/storage lockers	See
Ceiling fan cleaning (each)	\$ 10.00	Dishwasher cleaning	\$
Damaged interior doors (each)	\$ 75.00	Bath tub cleaning	\$
Damaged apartment entry door	\$ 150.00	Toilet cleaning	\$
Damaged cabinet door/drawers (each)	\$ 50.00	Bathroom medicine cabinet cleaning	\$
Damaged cabinet frames (each)	\$ 100.00	Bathroom vanity/sink cleaning	\$
Damaged ceiling fan (each)	\$ 50.00	Kitchen sink cleaning	\$
Damaged/ Missing light fixtures (each)	\$ 50.00	Kitchen cabinet cleaning (each)	\$
Damaged/ Missing smoke and CO2 detectors (each)	\$ 35.00	Refrigerator Cleaning (interior/exterior)	\$
Replace hardwoods floors		Damaged bathroom vanity	\$
Labor Charge (where applicable)		Damaged bathroom mirror/medicine chest	\$
Apartment, mail box and common area keys not returned (each key).		Over load of garbage containers or dumping of items outside of containers which are subject to extra charge by scavenger service	Subject to scavenger charge
Please note you are responsible for returning for returning an equal amount of sets as names on the lease (Examples-2 names=2 sets).	\$25.00 PER KEY		

The above price is list is subject to change without notice or demand.

MOVE OUT PROCEDURES ADVANCE NOTICE FOR APARTMENT SHOWINGS

This letter will serve as notification that we will begin showing your apartment to prospective tenants if your lease is not returned to our office by the return date listed on your lease renewal. As always we will phone ahead to notify you of the showing, however, please contact us with your best contact information to avoid any mis-communication. The cleaner your apartment is, the better it will show, the quicker it will be rented, and the less we will need to show your apartment. Apartments are typically shown between 9:00 a.m. and 8:00 p.m. Monday through Friday and 9:00a.m. to 6:00 p.m. during the weekend. We appreciate your cooperation in advance.

As required in your lease you must leave your apartment clean. If you not have time to clean your apartment we suggest you hire a professional cleaning service. If your apartment is not clean the following charges (please see above list) will be billed to you.