



On behalf of RPM Pittsburgh, we would like to thank you for renting with us! Our records show that you are moving out of Property Full Address on **Tenant Move Out Date**. **Please plan to be all the way out by NOON on move-out day.** Here is some important information that you can reference to make your move go as smoothly:

### **Rent payments and security deposit:**

- Unfortunately, rent cannot be paid with your security deposit. Please pay rent in full for your final month.
- For maximum security deposit reimbursement, please make sure that the property is to be left in the same condition it was in upon move-in. Any new damages (above normal wear and tear) will be deducted from your deposit.
- In order to ensure that CDC guidelines regarding disinfecting during the COVID-19 outbreak, **the residence will need to be professionally cleaned.** The charge for the cleaning will come from your security deposit. The cleaner you leave your home, the less will be charged to your deposit!
- Once you have completely moved out, an evaluation will be completed. At that time, any repairs/damage to be charged to your security deposit will be determined.
- You will receive a list of charges (if any) along with a check with any balance of your deposit no later than 30 days after your move-out date.
- **If you have not done so, please fill out [this Google form](#) to submit your forwarding address in order to receive your security deposit disposition.**

### **Final steps**

- Please lock all doors and windows upon leaving the property.
- **KEYS: We will try to have a lockbox up on the front door prior to your move-out day. Please put your keys in the lockbox after locking up.**
- \* If for some reason a lockbox has not been placed, please return your keys to the dropbox at our office.*

134 S Highland Ave  
Pittsburgh, PA 15206

- We will contact the utility companies to switch the utilities out of your name. **Please do not turn off any utilities without permission from RPM!**
- See below for a move-out checklist to help you maximize your security deposit reimbursement.

## **Cleaning Guidelines / Move-Out Responsibilities**

Unit must be ready to rent!

- Patch all nail holes on walls
- Wash all walls and baseboards
- Wipe out all drawers, cabinets, cupboards, closets, etc.
- Vacuum all window tracking, clean all windowsills, blinds, and windows
- Clean all doors and door frames
- Clean and disinfect all counters
- Clean and disinfect all bathrooms, showers, bathtubs, sinks, toilets, mirrors, etc.
- Clean and disinfect everything in kitchen, sinks, disposal, etc.
- Dust and wash all light covers and fixtures
- Clean all ceiling fans and vents
- Remove all cobwebs
- Clean outside of dishwasher then add 1 cup of vinegar inside and run through one complete cycle
- Clean and disinfect inside and outside of refrigerator sides and back also
- Clean the inside and outside of oven and or microwave
- Clean behind the appliances including the walls
- Replace any burned out light bulbs and batteries in detectors
- Vacuum all carpeted areas
- Sweep out the garage, porch, front, and back
- Sweep all floors including behind all appliances
- Mop all floors including behind all appliances
- Mow and rake the lawn, clear weeds, and clean up the yard