

MEADOWBROOK MOVE-OUT SUGGESTIONS

As you are getting ready to move out, the following suggestions will assist in making your check-out go smoothly and may save you money.

CHECK OUT PROCEDURE

While it is not legally required that the final inspection be done jointly we will do our best to accommodate you if you desire to be present for the check out. We can do your final move out inspection, by appointment only, between the hours of 8:30 am and 4:30 pm Monday through Friday. (Exceptions may be made during high volume dates.) If you would like to schedule an appointment, please phone 842-4200 *in advance*.

Please note that *if you are leaving on July 31, you will need to schedule your check-out early since we have a limited number of appointments available on this date*. If it is not possible for us to inspect the premises together, you may turn in your keys at the front desk or in a labeled envelope placed in the mail slot at the front door. Please be sure to provide a forwarding address for the person who is the deposit owner. Keys must be turned in on the last day of your lease period. Don't forget to turn in your pool pass, copy of carpet cleaning receipt and also label any storage/laundry keys with the building letter(s).

Once the premises inventory is completed, you will turn in your keys and you will not be able to re-enter. A detailed list of any charges for cleaning or damages will be mailed to the primary deposit holder, along with any deposit refund, to the forwarding address given. You will receive it within 30 days of your legal lease end.

MAIL DELIVERY

Original Meadowbrook buildings: Your name(s) should be removed from the mailbox so that your mail will no longer be delivered there. You may not keep your mail box key or borrow it again later after you have moved out. You will need to notify the Post Office of your change of address so there will be no interruption in your mail delivery. Change of Address cards are available at the Meadowbrook office as well as at the Post Office.

Expansion buildings: You must return your mail keys to the Post Office. Be sure to fill out a Change of Address card so that there is no interruption in your mail delivery.

You must give your forwarding address separately to the Meadowbrook office and to the Post Office.

UTILITIES

Note: *If you are leaving before your lease is over and have requested that Meadowbrook find someone to take over the end of your lease term, you are still responsible for the utilities until the new person actually occupies the premises.* To avoid additional service charges, give any applicable utility companies your forwarding address but ask them to leave service in your name until someone else requests service in their name. We require all new residents to provide confirmation of new service before receiving keys so you do not need to worry that you will be paying for someone else's utilities.

Electric: All Meadowbrook residents are responsible for their own electric service and so will need to contact Westar at 1-800-383-1183 or on line at www.westarenergy.com to arrange for end of electric service here.

Gas: If you are residing in a townhouse or in apartment buildings E, N, O, or ZZ it is necessary for you to contact Black Hills Energy regarding your gas service. You can reach them at 1-888-890-5554 or at www.blackhillsenergy.com.

Water: Residents of townhomes, 2603 Dover Square, 1305 Crestline Drive, 1317 Crestline Drive and 2703 University Drive should contact the Lawrence City water department at 832-7878.

Your apartment or townhome must be left in as near the same condition as when you moved in as possible, taking into consideration the length of your stay here. The condition was recorded on your check-in sheet at that time. If you no longer have a copy of the move-in inspection we will be glad to make a copy for you at the office. Items of inspection are as follows:

CARPET

- All carpets must be professionally cleaned before you turn in keys. Meadowbrook will require that you provide a copy of the receipt to verify this. If you have not had your carpets professionally cleaned before you leave, or fail to provide a receipt, we will deduct from your security deposit the cost of a carpet cleaning by one of our sub-contracted cleaners.
- We will check all carpets for pet stains, either with a black light or by lifting the carpet. Residents are responsible for any damage done to carpets by pets, whether registered with us or not.

KITCHEN

- All cabinets and drawers should be washed out and shelf paper removed. If contact paper is firmly attached just wash it and leave it in place.
- Residents must replace drippans. Be sure to choose drippans which fit your stove exactly. You will be charged for dirty or damaged drip pans, as well as for ones that do not fit correctly.
- The oven should be cleaned with Easy-Off or similar oven cleaner. Be sure to follow the instructions carefully *and rinse away all residue*. DO NOT USE OVEN CLEANER ON THE OUTSIDE SURFACE OF THE STOVE OR NEAR BURNER CONTROLS. If your stove has a storage drawer below the oven be sure it is wiped clean along with the area below the burners and drip pans.
- Wipe outside of refrigerator clean and dry. Wash the interior and turn it back on at lowest setting. If you leave the refrigerator turned off it will develop an unpleasant odor that may render the refrigerator unusable. If this happens, you will be charged for the replacement of the refrigerator.
- The sink should be cleaned and the faucets polished. Counters and all surface areas should be cleaned and dried. Sweep and scrub the floor but do not use self-waxing products. Only mild detergents should be used.

BATHROOM

- The bathtub and shower doors should be cleaned of all soap buildup. If soap film has been allowed to build up it can become rather difficult to remove, be sure to allow sufficient time for scrubbing. *Shower doors should be transparent or nearly so when clean.*
- To get rid of pink fungus or mildew stains, we have found that bleach or bleach gel works well. We have also found that “Kaboom” or a similar soap scum removal product works well to clean bathtubs and shower doors. Avoid using abrasive cleaners, which may ruin the finish on tubs and sinks.
- Toilet should be cleaned inside and out.
- The sink and faucets should be clean and shining.

- Cabinets should be cleaned inside and shelf paper removed if loose. Counter tops should be cleaned.
- Sweep and mop the floor. Also make sure that the baseboards are free of dust, grime and hair.

BEDROOMS

- Dust all surfaces including globe for light fixture.

GENERAL INFORMATION FOR ALL ROOMS

- Walls should be clean and free from damage; no charge will be made for small nail holes. Larger nail holes and screw holes may be filled carefully (being sure to smooth out any excess spackle). If you are not sure of your skills in this area you may want to let us do it. Charges may be higher if holes are filled badly. When cleaning walls, be sure to clean the baseboards.
- If you have small scuffs on your walls, or if you have spackled any small holes, our paint crew may touch up or repaint the apartment at management's discretion. If this is necessary, the charges will be deducted from your security deposit.
- Windows and sliding glass doors should be cleaned with a Windex type product. Window blinds should be dusted or cleaned as needed.
- Carpets need to be professionally cleaned.
- Patio or balcony should be swept.
- All light fixtures should have a complete set of working bulbs. Do not use bulbs higher than 60 watts.
- If you are using a storage area it should be clean and completely empty. Your lock and name label should be removed.
- If your apartment is furnished, all furniture must be present and in the same condition as at your move in (allowing for normal use).
- If you made any alterations to the apartment check with the manager to see if you should restore it to its original condition.
- Any personal items left in your apartment or your storage unit after you have turned in keys will be disposed of at Meadowbrook's discretion. Any charges relating to the removal of personal items will be deducted from your security deposit.

A list of approximate charges is attached to this handout. **These are estimated charges only and may vary at time of checkout.**

IT IS VERY IMPORTANT THAT YOU MOVE OUT ON THE SCHEDULED DATE. IF YOUR LATE MOVE OUT DELAYS THE PREPARATION OF THE APARTMENT FOR THE NEW PERSON'S MOVE IN, YOU WILL BE LIABLE FOR 1 AND ½ TIMES ANY EXPENSES INCURRED BY MEADOWBROOK DUE TO YOUR DELAY (PURSUANT TP KS 58-2570[c].)

The following are estimated costs for cleaning and repairs that Meadowbrook may need to perform after you have vacated your apartment. *These charges may vary at time of checkout and should be treated as estimates ONLY.*

Carpet Shampoo (no major stains/damage)*		Replacing Blinds:	
• Studio/1-bedroom	\$65/\$115	• 32x41" mini-blinds	\$25.00
• 2-bedroom apartment	\$125.00	• 32x78" mini blinds	\$30.00
• 3-bedroom apartment	\$140.00	• 73x40" mini blinds	\$45.00
• Townhome	\$165.00+	• 6' vertical blinds	\$60.00
• <i>Deodorize carpet (added charge)</i>	<i>\$15.00/room</i>	• 8' vertical blinds	\$90.00
• <i>Pet odor treatment (added charge)</i>	<i>\$75.00</i>	• 12' vertical blinds	180.00
• <i>Pre-treat stains (added charge)</i>	<i>\$25.00</i>	Clean mini blinds	\$25.00
Burn in carpet (when not replaced)	\$50.00/each	Clean vertical blinds	\$45.00
Paint Charges (Touch-up Paint)		Broken Window	\$150.00
• Studio/1-bedroom	\$100.00 +	Replace Window Screen	\$50.00
• 2-bedroom apartment	\$150.00 +	Replace Sliding Glass Door Screen	\$75.00
• 3-bedroom apartment	\$200.00 +		
• Townhome	\$225.00 +	Replace Furniture (studios/furnished apts.)	
Paint Charges (Full Paint)		Sofa (large)	\$450.00
• Studio/1-bedroom	\$325.00 +	Love seat	\$350.00
• 2-bedroom apartment	\$390.00 +	Armchair	\$225.00
• 3-bedroom apartment	\$475.00 +	Scoop chair/dining chair	\$35.00
• Townhome	\$525.00 +	Lamp	\$45.00
Holes in wall (larger than picture nails)	\$30.00 +	End table	\$75.00
Remove adhesive from walls (picture hangers, etc.)	\$12.00/each	Dresser	\$90.00
		Mattress/Box Springs	\$250.00
		Bed Frame	\$30.00
		Desk Lamp	\$25.00
Damaged Entry/Exterior/Hall Door	\$220.00		
Refinish Door	\$75.00	Damaged Cabinet Doors	\$40.00+
Replace/repair closet door	\$150.00	Burns in countertops	\$50.00+/per
		Replace Countertop	\$350.00 +
New Door Locks	\$35.00	Replace kitchen light fixture	\$40.00
Re-key locks (with 2 keys)	\$25.00	Replace small drippans	\$7.00/each
Keys (not turned in at move-out)	\$3.00/each	Replace large drippans	\$9.00/each
Replace mailbox lock (original MB only)	\$25.00 +		
Replace glass light fixture (LR, BR, DR)	\$25.00		
Burned out light bulb	\$2.50/each		
Estimated labor per hour**	\$40.00		

* Meadowbrook does have a pet policy. If we detect pet odors or pet stains with a black light tester or by lifting the carpet, carpet and pad will be replaced at your expense. This is the only way to remove severe pet urine odor and residue.

**Removal of items from apartments or storage bins will be charged according to current labor charges.