



Move-Out Packet

Dear Resident(s):

It is unbelievable that the 2024-2025 term is coming to an end! Attached, please find general move-out information that will simplify the move-out and security deposit refund process. This packet contains general move-out information, a list of cleaning instructions, and a list of damage and replacement costs. **Please read this information carefully** as it explains what is expected of you and details of what we will be looking for during the inspection of your apartment.

Upon moving out:

1. All personal property will need to be removed.
2. All resident keys returned with a completed **Surrender of Possession form** – ON OR BEFORE NOON on JULY 20th, 2025.
 - a. **Keys not submitted on or before 12:00 noon July 20th, 2025, will incur a \$15.00 per key charge.**
 - b. If you are mailing your keys to the Rental Office, they must be **postmarked** on or before July 17th, 2025. Keys received **after** July 20th, 2025, will incur a \$15.00 per key charge. **Please mail your keys in a bubble-wrapped envelope.** Failure to do so may result in lost keys as they will poke through a regular envelope. Envelopes received with missing or lost keys will result in a \$15.00 per key charge.

Just a reminder, as per your lease, subletting of your apartment is prohibited. **We do this for your protection.** Any damage over the summer will be charged to all the residents on the lease. Several apartments were sublet in the past years and were severely damaged. The damage was duly charged to the residents on the lease, costing each of them several hundred dollars above their security deposit. So, what might seem like a good idea to save money may end up costing you in the end.

We hope that you have enjoyed your stay with us, and we wish you much luck in the future. For those of you graduating, congratulations!

Sincerely,

Meridian Management

GENERAL INFORMATION ABOUT MOVE OUT

Please remember that your lease ends at **12:00 Noon on JULY 20th, 2025**. You must hand in your keys and a completed Surrender of Possession form. Please be sure you have removed ALL your personal items and have left the apartment in a clean, damage-free condition. If you have not vacated the premises by 12:00 Noon on July 20th, 2025, you will incur a **\$200 per day** holdover fee. We will also have our maintenance department remove your personal belongings and store them **AT YOUR EXPENSE**. Items are only stored for 30 days, and then discarded and are subject to a \$25 fee per bag/large item for removal.

To officially move out of your apartment, we ask that you submit a Surrender of Possession form and turn in all keys. These forms can be obtained on our website, by contacting the Rental Office or in the folder by the office drop box. After hours, please place the completed form and keys in an envelope in the drop box. Use one form/envelope per person to avoid key mix ups.

When you moved in you should have completed a detailed move-in checklist (excluding AS-IS units). Once we have completed the move-out inspection of your unit, we will compare it to your move-in checklist. Any damage noted upon move out that were not noted when you moved in, will be deducted from your security deposit.

We have attached for your review a list of the costs for various charges that could be assessed to your security deposit. This list is in no way a complete list of all potential damage and costs but is provided to give a general understanding of some items. Other cleaning and damage charges may apply in accordance with the lease.

If you wish to be present for your inspection, please contact the Rental Office to schedule an appointment. You must schedule at least 24 hours in advance, and they will be conducted from 9 am- 4 pm Monday through Friday only and based on availability. They must be scheduled as your apartment is turning in its final keys. No one can remain in the unit or return after the inspection.

After July 14th, 2025, no more appointments will be scheduled.

Appointments are scheduled on a first-come first-serve basis. Please be sure to schedule your appointment EARLY because towards the move-out date, inspections become difficult to schedule.



You are responsible for forwarding your mail. Change of address forms are available online at www.usps.com

You can also contact the post office directly at 814-238-2435.

Please note- the Rental Office will NOT accept packages over the summer.

CLEANING, CARPET CLEANING AND OTHER DAMAGES

This information is in no way a complete list of all potential damages, charges and costs but is provided to give a general understanding of some items. It is also not a complete list of cleaning instructions but is presented as a guide. Any pricing noted herein is subject to pricing at the time of move-out. Other damage charges may be assessed in accordance with the lease. In providing this information the landlord is not giving up any rights of Landlord in the lease. If you have any questions, please contact the leasing office.

CLEANING COSTS

Cleaning services are broken into the following four levels of cleaning/charges:

No Charge: Other than the need to possibly dust the unit, the unit has been thoroughly cleaned including but not limited to (i) the thorough cleaning of all items and surfaces in the bathrooms, kitchens, living area and bedrooms (ii) the thorough cleaning of all kitchen appliances, (iii) carpets vacuumed, (iv) furniture vacuumed and/or wiped down as appropriate, (v) hard flooring surfaces mopped clean. Please see more detailed cleaning guidance below in this document.

Light Cleaning Charge: If we are required to perform a light cleaning/wipe down of various components of the unit, including but not limited to items such as countertops, inside faucet handles, furniture, cabinets, appliances, baseboards, blinds, walls and light fixtures and/or vacuuming carpeted surfaces and mop cleaning of hard flooring surfaces, the cleaning cost of a two-bedroom apartment will be \$333.90 per unit, a One bedroom will be \$280.00 per unit and an Efficiency will be \$195.04.

Medium Cleaning Charge: If we are required to perform a "Light Clean" along with extra items such as cleaning out the refrigerator, light oven cleaning and/or some extra cleaning/scouring of bathroom, the cleaning costs of a two-bedroom apartment will be \$451.41 per unit, a One bedroom will be \$329.91 per unit and an Efficiency will be \$222.60.

Heavy Cleaning Charge: If we are required to perform a "Medium Clean" along with extra items such as cleaning behind all appliances or extensive stove, oven or bathroom cleaning, the cleaning cost of a two-bedroom apartment will be \$541.93 per unit, of a One bedroom will be \$430.58 and an Efficiency will be \$324.84.

KITCHEN CLEANING INSTRUCTIONS:

Cabinets And Drawers: Wipe down cabinets and clean inside and out. Leave no crumbs or personal belongings.

Countertops And Backsplash: Cleaned of all stains and residue.

Refrigerator/Freezer: Must be defrosted, cleaned inside and out and turned to the lowest setting. **Do not turn it off or unplug it.** Do not use a knife to scrape ice, as it could puncture the freezer, and you will be charged for its repair/replacement if necessary. Clean behind the refrigerator and the sides (Carefully pull out the refrigerator to not damage the floor).

Range & Oven: Clean the top, back, front, oven, broiler, drip pans and underneath the top burners. Make sure that when you are done cleaning the oven, there is no residue left behind. Turn the oven on for a few minutes. If it dries with white residue, take a clean wet cloth, and wipe it off. If the oven is not cleaned, it will result in an automatic "**medium clean**" charge to all residents within the apartment. Clean the sides of the range. Please do this with care as this is a 220-volt appliance.

Range Hood: Clean the top, the edges and underneath. Clean the filter and the light as well.

Floor: Must be scrubbed and cleaned underneath the refrigerator and range. (Carefully pull out the refrigerator and range to not damage the floor. With respect to the range please clean with care as this is a 220-volt appliance.)

Walls and plastic ceiling tiles: Should be washed or wiped, with all grease and grime removed.

Fire Extinguisher: Must be fully charged and wiped down.

Dishwasher and Microwave: Must be cleaned inside and outside. Do not forget to wash the top of the door on the dishwasher and remove all crumbs and grime from the rubber edging of both appliances.

BATHROOM CLEANING INSTRUCTIONS:

Bathtub Enclosures & Showers: Must be cleaned with no white residue or soap scum left behind.

Bathtubs: Clean inside and outside with no white residue or soap scum left behind. Also make sure all hair is removed.

Toilets: Clean the inside, outside, seat, lid, and tank. *Don't forget the base!*

Medicine Cabinet(s): Clean inside and out. Clean the mirror – don't leave streaks.

Sinks: Must be cleaned with no hair or white residue left. Make sure chrome faucets shine with no streaks or water spots left on them.

Vanity: Must be emptied of all personal property and cleaned inside and out. Also clean the top.

Floor: Must be scrubbed. Pay close attention to around and behind the base of the toilet and remember to wipe down baseboards as well.

Lights: Must have working bulbs, and all shades must be cleaned.

Toilet Paper Holder: Must be cleaned and dust/grime free.

Shower Doors: Must be cleaned inside and out, including tracks and top headers. The doors must be free of soap scum and white residue.

GENERAL CLEANING INSTRUCTIONS – INCLUDING LIVING ROOM & BEDROOM(S):

Lights: Light bulbs must be present and in working order. Any missing or inoperable bulbs will result in a replacement charge out of your security deposit.

Windows: Clean inside with no streaks, as well as windowsills and window tracks. If on the ground floor, this includes the outside of the windows.

Blinds: Must be cleaned and dust/grime free.

Furniture: Be sure to also clean/vacuum under cushions and in the creases.

Sliding Glass Door (If Applicable): Windows must be cleaned with no streaks; tracks should be cleaned.

Balconies (If Applicable): Should be swept and cleaned. No personal belongings or trash should be left.

Smoke Detectors: Must be present and in working condition. Upon inspection, if the battery is missing, we will replace it and deduct the cost of doing so from your deposit.

A/C & Baseboards: Must be clean and dust free. Don't forget to clean baseboards behind furniture as well.

Closets: Must be cleaned out, vacuumed, or wiped down and all personal belongings must be removed. Shelving must be in good condition.

Screens: Must be present and damage free.

Walls: Must be free of cobwebs throughout, and wiped down where necessary (spills, fingerprints, black marks). If applicable, you must remove all command strips, wall hangings, tacks, light strips, etc.

Light Switches and Outlet Plates: Should be wiped down and free of dust and fingerprints.

Vents: Kitchen or bath—should be cleaned and free of dust or build-up.

TRASH IN THE UNIT

Any trash or items left behind are subject to a \$25 per bag/large item charge.

Common forgotten items are floor lamps, over the door racks, shower curtains and hooks, dishes, food, etc.

Save money by leaving nothing behind!

CARPET CLEANING COSTS

You are required to steam clean your carpet at the end of your lease. You may do this by contracting directly with a 3rd party vendor or doing it yourself with steam cleaning equipment. Steam cleaning is subject to our reasonable approval.

If you choose not to steam clean your carpets or we do not approve of the steam cleaning, we will do so at the costs below:

Efficiency - \$123.70

1 Bedroom - \$185.73

2 Bedroom - \$228.04

Additional costs may apply for stains, tears, carpet burns or other damage.

OTHER DAMAGE CHARGES

This list is in no way a fully comprehensive list of all potential charges for damages. Residents are responsible for any other damages incurred in accordance with the lease, including but not limited to

damages to such items as walls, furniture, fixtures, lighting fixtures, cabinetry, countertops, mirrors, doors, appliances, and any other item located in the unit.

OTHER DEDUCTIONS

In addition to any cleaning or damage charges that may be assessed, the following items will be deducted from your deposit if they are not paid before lease termination: Late fees, tenant charges, outstanding invoices, unpaid renter's insurance opt-out fees, unpaid rent, NSF check fees, any legal fees that you may be responsible for. We will deduct the cost from your security deposit if applicable.

ELECTRIC SERVICE

You are responsible for your electric service until the apartment is completely vacated. Please contact the electric company and let them know when your last day of service will be. Should you cancel your service before all residents on the lease complete the move-out process, we will pay any bill charged to The Meridian for your apartment and the amount of the bill will be deducted from your security deposit if applicable. **West Penn Power: 1-800-686-0021 **Please remember to disconnect your service, as you will continue to be billed.****

The Meridian has paid for your internet service. You do not need to call the internet company to disconnect unless you have rented any equipment (such as a router) that was not included.

SECURITY DEPOSIT TIMING

Your security deposit will be processed within *thirty (30) days* of the termination date of your lease. The security deposit refund will accompany the statement. Included with your refund will be a detailed, itemized list of any damages and deductions. Should the statement show that you have a balance due, instructions of how to pay this balance will also be included. We realize that this is a lot of information so if you have any questions or need any additional clarification, please don't hesitate to contact us.

MOVE-OUT INSPECTIONS

Please call the Meridian office if you would like to schedule an apartment inspection. This inspection cannot be performed until **ALL** residents have completely moved out and turned in their keys. You must schedule at least 24 hours in advance, and they will be conducted from 9 am- 4 pm Monday through Friday only, and based on availability

You must schedule an inspection ONLY if you want to be present. The office will inspect your apartment beginning on July 20, 2025, if you have not scheduled an inspection with us.

We truly thank you in advance for your cooperation, and trust that your stay with us has been an enjoyable one.

It has been a pleasure having you as a resident at the Meridian on College Avenue, and we offer our best wishes to all of you in the future!

Sincerely,

Meridian Management and Staff

MERIDIAN ON COLLEGE AVENUE

**646 EAST COLLEGE AVENUE
STATE COLLEGE, PENNSYLVANIA 16801
2025**

A. APARTMENT CLEANING COSTS:

If we schedule the cleaning for you,
charges are as follows:

	<u>Efficiency</u>	<u>One Bedroom</u>	<u>Two Bedroom</u>
Light:	\$195.04	Light: \$280.00	Light: \$333.90
Medium:	\$222.60	Medium: \$329.91	Medium: \$451.41
Heavy:	\$324.84	Heavy: \$430.58	Heavy: \$541.93

Beyond Heavy: Actual amount charged by cleaning company

**Prices are subject to change at any time for any reason

B. REMOVAL OF RUBBISH AND PERSONAL PROPERTY:

\$25 PER BAG

Large item removal fees determined by size

Price and location for storage of personal property is to be determined.

C. DAMAGE AND REPLACEMENT COSTS:

Including, but not limited to the following:

<u>KEYS:</u>		<u>LIGHT BULBS:</u>	
Failure to return Apartment Key.....	\$15.00	Regular.....	\$1.42
Failure to return Study Lounge / Fitness Center Key.....	\$15.00	Appliance.....	\$1.37
Failure to return Mail Box Key.....	\$15.00		

PAINTING & PATCHING

If resident has marked/damaged the walls, we will charge for time and materials as follows:

Efficiency light paint.....	\$125.00	Heavy Spackle Whole Apt.....	\$150.00
Efficiency medium paint.....	\$155.00	Medium Spackle Whole Apt.....	\$100.00
Efficiency heavy paint.....	\$195.00	Light Spackle Whole Apt.....	\$50.00
One Bedroom light paint.....	\$190.00	Primer.....	\$20.00
One Bedroom medium paint.....	\$260.00	Heavy Primer.....	\$40.00+
One Bedroom heavy paint.....	\$310.00	Drywall Damage (no cut).....	\$50.00
Two Bedroom light paint.....	\$250.00	Up to 12" x 12" Dry Wall (cut out)...	\$100.00
Two Bedroom medium paint.....	\$325.00	12"x12" or Larger Dry Wall (cut out)	\$150.00
Two Bedroom heavy paint.....	\$425.00		

Second Coat if Required.....80% of Original Cost

CARPET SHAMPOO

If we schedule the cleaning for you
charges are as follows:

Efficiency.....	\$123.70	Two Bedroom.....	\$228.04
One Bedroom.....	\$185.73	Excessively dirty carpets.....	Additional 75%

*Carpet and flooring REPLACEMENT costs, where deemed necessary, are dependent upon material cost and prorated based on age.

*Prices are subject to change at any time for any reason

KITCHEN

Disposal Stopper.....	\$1.72	Sink Faucet.....	\$89.55
Disposal Gasket.....	\$14.15	Cabinets.....	Exact Cost
Outlet Covers.....	.45-.49	Doors.....	Exact Cost
Garbage disposal.....	\$70.47	Hinges.....	\$6.10
Shelves.....	\$34.05	Sink Light.....	\$32.43
Drawers & Front.....	\$5.61	Sink Light Cover.....	\$6.60
Counter Top.....	\$694.30	Ceiling Tiles.....	\$12.33
Burns in Countertop.....	\$35.00/each		
Sink.....	\$171.00		
Sink Sprayer.....	\$125.15		

APPLIANCES

Range.....	\$603.10	Dishwasher Door Panel Outer.....	\$55.67
Range Elements Large.....	\$20.62	Fire Extinguisher.....	\$88.70
Range Elements Small.....	\$17.19	Fire Extinguisher Re-charge.....	\$24.10
Drip Pan 6" (1).....	\$1.85	Microwave Tray.....	\$95.48

Drip Pan 8" (1).....	\$2.30
Control Knobs on Stove.....	\$52.12
Oven Rack.....	\$35.13
Oven Door.....	Exact Cost
Oven Door Glass.....	\$172.52
Oven Door Bracket.....	58.79/per
Range Hood.....	\$127.19
Range Hood Filter.....	\$10.71
Range Hood light diffuser.....	\$8.61
Dishwasher sprayer.....	\$48.04
Dishwasher.....	\$398.55
Dishwasher Rack.....	\$241.66
Dishwasher knob.....	\$53.20
Dishwasher Gasket.....	\$35.18
Dishwasher Silverware Basket.....	\$55.67

Microwave.....	\$259.98
Refrigerator.....	\$714.74
Refrigerator Door.....	Exact Cost
Refrigerator Inner Panel.....	Exact Cost
Refrigerator Door Gasket.....	\$51.33
Refrigerator Door Handle.....	\$140.69
Refrigerator Bar.....	\$59.50
Crisper Drawer.....	\$85.83
Crisper Cover.....	\$117.51
Freezer Door.....	Exact Cost
Freezer Door Gasket.....	\$128.35
Freezer Ice Tray Shelf.....	\$59.66
Fire Extinguisher Brackets.....	\$2.50

BATHROOM

Bathroom Door.....	\$61.29
Bathroom Door Frame Only.....	\$80.84
Bathroom Door & Frame.....	\$121.69
Bathroom Door Knob Set.....	\$7.67
Bathroom Door Stopper.....	\$2.69
Toilet B1/B3.....	\$189.74
Toilet B2.....	\$284.08
Toilet Seat Elongated.....	\$18.68
Toilet Seat Regular.....	\$18.63
Tank Top.....	\$81.70
Toilet Paper Bracket.....	\$4.65
Toilet Paper Spindle.....	\$1.50
Vanity Single.....	\$429.30
Vanity Double.....	\$572.40
Vanity Top Single.....	\$101.86
Vanity Top Double.....	\$103.35
Vanity Doors.....	\$39.63
Vanity Light.....	\$99.19

Towel Bar Bracket.....	6 13/2 bracket
Towel Bar Rod.....	\$3.39
Medicine Cabinet.....	\$33.72
Linen Closet Door.....	\$29.14
Linen Closet Shelves.....	\$34.68
Exhaust Fan.....	\$110.76
Exhaust Fan Diffuser.....	\$9.92
Shower Stall.....	Exact Cost
Shower Door Handle.....	\$26.18
Shower Head.....	\$12.58
Bathtub.....	Exact Cost
Shower Stall Door.....	\$291.50
Tub or Shower Fixture.....	\$83.31
Tub pop up Stopper.....	\$3.10
Wall mirror.....	\$32.45
Shower Rod.....	6.29/33.87
Shower Rod Brackets.....	1.20/each
GFCI outlet.....	\$22.16

BEDROOM

Bedroom Door.....	\$99.92
Bedroom Door Frame Only.....	\$115.49
Bedroom Door Knob Set.....	\$7.67
Bedroom Door Stop.....	\$1.90
Rail Stabilizer.....	\$27.56
Bed End.....	\$109.18
Single Mattress.....	\$206.70
Guardrails.....	\$84.80
Bed Springs.....	\$90.10
Desk Complete.....	\$159.00
Dresser Complete.....	\$392.20
Baseboard Heat 4'.....	\$67.84
Baseboard Heat 6'.....	\$82.15
Baseboard Heat 8'.....	\$133.56
Dresser Drawers.....	\$41.22

Bedroom Bi Fold Closet Door.....	\$5.10/ Each Panel
Bedroom Solid Closet Door.....	\$34.57
Closet Supports.....	5.83/ each
Wire Linen Rack.....	\$19.06
Shelving Clips.....	\$0.35
Bedroom Blinds.....	\$52.00
Bedroom Blind Slat.....	\$2.38
Blind Clips.....	\$2.11
Blind Slat Teeth.....	\$0.27
Small Bedroom Window.....	Exact Cost
Large Bedroom Window.....	Exact Cost
Window Screen.....	\$23.90
Air Conditioner.....	\$689.00
Smoke/ Carbon Detector.....	\$36.78
Mirror Clips.....	\$0.70

HALL, LIVING AND DINING

Entry Door.....	\$928.79
Entry Door Jamb.....	\$160.33
Entry Door Viewer.....	\$10.86
Entry Door Apartment #.....	\$7.36
Entry Door Lock Set.....	\$114.61
Entry Door Stop.....	\$6.97
Hall Closet Door.....	\$34.57
Hall Closet Bi-fold.....	\$54.99
Hall Closet Bi-fold Knob.....	\$0.56
Sofa.....	\$689.00
Love Seat.....	\$577.70
Sofa / Love Seat Cushions per.....	\$84.80
Small Living Room Window.....	Exact Cost
Large Living Room Window.....	Exact Cost

Dining Room Light Cover.....	Replace Light
Bar Stool.....	\$36.77
Coffee Table.....	\$95.40
End Table.....	\$84.80
Entertainment Center.....	\$227.90
Dining/ Desk Chairs.....	\$57.24
Dining Room Table.....	\$270.30
Closet Shelf.....	\$20.52
Closet Supports.....	\$8.66
Hall Light Diffuser.....	\$9.76
Smoke Detector.....	\$58.30
Fire Alarm Horn.....	\$80.10
Blind Slat.....	\$2.38
Living Room Blinds.....	\$54.73
Freight on Large items.....	\$25.00

*Not all items may apply to your apartment

**Prices are subject to change at any time for any reason

Wall Damage? Wall Repairs!

Below are examples of possible wall damages due to various practices. These types of damages, as well as others, could result in the need for spackle, primer, and/or paint. These repairs will be assessed as resident charges at move out. Save money by wiping down the walls and removing hanging devices properly. ALL hooks, pins, tapes etc., must be removed before moving out.



LEFT: Kitchen backsplash left uncleaned
RIGHT: LED light strip tears

Decorate Damage-Free!

**Please Remove with CARE
to AVOID a COSTLY
Repair!**



LEFT: 3M Strip removed gone wrong!
RIGHT: Duct Tape Residue



**Pin, Nail, or Screw Holes, needing
spackled and painted**

We must charge for:

- CLEAN
- SCRAPE
- SPACKLE
- PRIME
- PAINT

