

MOVE OUT PROCEDURE

Information to help with your move out process
Feel free contact Ekko with any questions!
(570)-916-9024 (call/ text)
ekko.kimblere@gmail.com (email with SD disputes)

- All tenants must have their house/apartment cleaned and be moved out of by the end of the day the Monday after finals are complete. If you are not moved out you will be charged a holdover fee until you are out the property.
- If you are graduating the next weekend we prefer you still move out, but if you wish to reside for the week please contact our office directly.
- If your home address has changed, please update our office with the correct mailing address.
- If your current address is your student house/apartment, you should contact the post office with your new forwarding address to ensure uninterrupted mail delivery.
- Your house/apartment was clean when you moved in, please make sure it is clean when you move out!! This does include the outside area.
- Bag all trash and take outside to the proper trash container, do not just throw trash on the ground by container make sure it is bagged. Boxes should be broken down and stacked next to the garbage container.
- Sweep and mop all floors
- Wipe down walls and baseboards
- Clean all areas of the bathroom- toilet, sink, shower, etc.
- Clean out your refrigerator/freezer wipe down inside and out and unplug
- Clean/ wipe down inside and out of stove/oven
- Have your rugs shampooed professionally, a receipt must be provided. If no receipt, we will assume carpets were not professionally cleaned.

- If you brought it with you take it with you, we do not want your personal belongings and or furniture.
- You can take any unwanted large furniture items to the dump located at 1475 W 3rd Street, Williamsport.
- You will be charged a disposal fee for any furniture left. This includes beds, couches, tables, chairs, desks etc.
- If you are leaving good condition furniture for new tenants moving in make sure our office is aware of this, or you will be charged for disposal.
- If an item belongs in the apartment do not take it
- If any furniture was given to you by you our office it is now yours and your responsibility to remove it from the property, check with the office if you are not sure or have questions about it.
- Pick up cigarette butts and trash outside the property, this includes any front or back porch areas.
- Do not leave tires, oil, or car parts in the parking area of the property.
- When you are done be sure to close and lock all windows and doors to the property.
- You must place any and all house/bedroom key(s) in the envelope provided and drop it off at the office when you leave. If no one is in the office, put envelopes in the afterhours drop box.
- If you do not turn in your keys or turn in the correct key, you will forfeit your security deposit.
- Use the envelope provided or be sure to label another envelope or bag so we know who the key belongs to.
- Your security deposit and charges will be assessed once every tenant has moved out and returned their keys. **Any disputes of security deposit charges must be in writing via email.**

RETURNING STUDENTS

- You may leave your belongings in the house/ apartment over the summer.
- If you are moving to a new Kimble or Benko owned house and would like to move your furniture over, please contact the office to further discuss this possible option if we have room.
- You should take home any valuables, if you are worried about it being here then take it home.
- Take home or throw out any perishable foods.
- Make sure to clean out your refrigerator/ freezer and unplug them, this includes your mini fridge.
- Do not leave furniture, chairs, grills, etc. on your front or back porch areas, we are not responsible for them. Wipe them down and bring them in the house/apartment for the summer to be safe.
- You should thoroughly clean your house for the summer, if we feel your house needs to be thoroughly clean we will do so and your security deposit will be charged.
- You may not stay here during the summer, unless you have a summer lease.
- ***You must return your key for the summer, if you don't you will be charged a holdover fee.***