

NREM Residents:

Thank you for renting with Nevins Real Estate Management (NREM). To ensure a smooth move-out and full security deposit return, please follow these steps carefully. Contact our office with any questions.

STEP 1: Know Your Lease End Date

Your last rent payment is due July 1, 2026. Your lease remains active until the contract end, regardless of your actual move-out date. Unit inspections occur after this date.

PROPERTY	END DATE
Aurum	Friday, July 31, 2026
East Foster	Friday, July 31, 2026
Cedar Lofts (Fairmount)	Monday, August 3, 2026
Cedar Lofts East (Keller / Beaver)	Monday, August 3, 2026
Fairview	Saturday, August 8, 2026
Highland Tower	Thursday, July 30, 2026
The Lofts	Wednesday, August 12, 2026
Park Lane	Saturday, August 1, 2026
Waupelani Lofts	Saturday, August 8, 2026
West Beaver Complex	Friday, July 31, 2026

Important:

- Vacate by **11:59 PM on the lease end date** if you are not renewing.
- All apartment and mailbox keys must be returned to our office.
- **Each resident must provide a forwarding address so we can mail the security deposit.**

STEP 2: Determine Your Type of Move-Out Status

Not Renewing: Clean and vacate per Steps 3–6.

Partial Renewal: All residents must have the apartment move-in ready for new tenants. Cleaning and damage fees will apply for all residents. NREM does not clean or update the apartment for partial renewals. This is the resident's responsibility.

STEP 3: Cancel Contracted Services

Contact providers to cancel services on your lease end date. **NREM does not cancel on your behalf.** You are responsible for any charges after lease end date if service is not cancelled.

Providers:

- **Cable/Internet:** Comcast 1-855-638-2855 or DoJo 814-867-2100 (return rented equipment)
- **Electric:** West Penn Power 1-800-686-0021
- **Gas:** Columbia Gas 1-888-460-4332 (East Foster, Park Lane 219, West Beaver only)

Terminating services early will result in charges to your security deposit; services revert to NREM on lease end.

STEP 4: Carpet Cleaning

- Must be professionally cleaned 2–3 days before lease end.
- Recommended companies:
 - **Lion Blue Carpet Crew** – 814-753-4857
 - **Central Steamer** – 814-342-4565
- **Submit a receipt to NREM to avoid duplicate charges.**
- Leave ceiling fans on to prevent mold or mildew.

Important: NREM will deduct carpet cleaning fees from your security deposit if services aren't completed or a receipt isn't provided. Our cost is comparable to standard rates, so you won't pay more than necessary.

STEP 5: General Purpose Cleaning

Apartment: Sweep, mop, dust, clean blinds, windows, doors, closets, heaters/AC, and baseboards.

Kitchen: Clean stove, oven, fridge, range hood, dishwasher, cabinets, sinks. **Do not unplug fridge.**

Bathroom: Clean shower, sink, faucets, toilet, cabinets, mirrors, fans, and baseboards.

STEP 6: Vacating your Apartment

- Remove all personal items; donate or dispose responsibly.
- Double-check cleaning.
- Close windows and skylights.
- Return mailbox key.
- Pay all rent, parking, and fees.
- **Share forwarding address for security deposit.**
- If you have made arrangements with the future residents to sell or leave items for them, be sure to contact the office and leave a note on all items "for future resident". Items should be stored in one room and covered.

All items left behind will be discarded. Removal may be charged at \$75/hr.

Thank you for your cooperation during the move-out process. We appreciate your tenancy with NREM and wish you the best in your future endeavors.