

**Your lease with University Hill Realty will be ending at NOON on May, June, July or August 20, 2024.**

REMOVE ALL PERSONAL BELONGINGS AND TRASH OFF THE PROPERTY to avoid potentially high contractor costs to be subtracted from your security deposit. Cleaning and property removal charges tend to be the greatest deduction from the security deposit. **Cleaning company rates are approximately \$35.00 per hour, per person.** Plan ahead and please discard belongings during normal trash pick-up over the last few weeks of your lease. Be sure to comply with City of Syracuse regulations. **Do NOT put trash to the curb unless it is trash day.** We urge you to attend to each of the following items:

#### **Cleaning:**

1. Wash dirt and grease off walls, trim, doors, light fixtures, switch plates, etc. throughout your unit.
2. Dust and wipe down baseboards and remove cobwebs.
3. Clean interior and exterior of windows, screens, windowsills, and sashes.
4. Vacuum and shampoo carpets, damp mop hardwood floors (**NO ADDED CLEANERS SHOULD BE USED ON HARDWOOD**), and wash and wax vinyl tile floors. Furnish the office with a dated receipt for shampooing carpets, if completed, when you surrender the keys.
5. Clean bathroom(s) completely; scrub sink, faucets, toilet, tub, tiles, floors, and walls.
6. Clean the stove, refrigerator and dishwasher leaving no grease or food on or in, behind or under the appliances.
7. Wash inside and outside of kitchen cabinets, shelves, and drawers.
8. Clean washer and dryer if applicable. Clean any used common areas (porch, basement, stairway, attic).
9. Single family homes must broom clean the basement, hallways, attic, porches, garages, etc.

#### **Repairs and Maintenance:**

1. Remove all nails, tape, hooks, command strips, window hardware, etc. You may patch, sand, prime and paint if holes or marks were created. Be sure any patching does not “bleed” through. May be charged \$10.00 or more per hole or patch.
2. You may repaint any walls and trim that were painted with colors other than bone white; typical repainting charges run \$300-\$400 per room. **You may purchase the custom paint at Lewis and Tanner Paints Inc at 430 E. Washington St. We use Bone White Semi-Gloss BRU2057801 Bay Country for walls and trim. We use Bone White Flat BRU200781024 Bay Country on ceilings.** Use flat on ceilings only (not including kitchen and bathrooms) and use semi-gloss on all other areas.
3. Repair or replace all broken windows and torn screens.
4. Clear all clogged drains. Licensed plumbers charge \$200.00 minimum for clogged drains.
5. Leave all light bulbs in working order.
6. Exterminate any insect or rodent infestations and submit proof of payment to our office.
7. If you had pets, repair any pet damage, and professionally exterminate premises for fleas.

#### **Moving Out:**

1. Remove all belongings and trash from the entire house/apartment including the attic, basement, and porches. Refer to the attached City Services Guide 2023 to be sure you comply with all City trash removal ordinances.
2. You may sell or give items away on [www.craigslist.org](http://www.craigslist.org), [Givetootothers.com](http://Givetootothers.com), [www.freecycle.org](http://www.freecycle.org) or by contacting the Rescue Mission at [www.rmsyr.org](http://www.rmsyr.org) or Goodwill at [www.goodwillfingerlakes.org](http://www.goodwillfingerlakes.org).
3. If you need a large trash pickup, please arrange it at least two days before your pickup day. You must call (315-448-2489) or a private hauler of your choice and arrange for the trash to be picked up before your move out day. The City does not take broken furniture.
4. Pay all unpaid late charges, rents, water usage, etc. Full Rent is due for the Last Month of your Lease. If you prepaid your Last Month's Rent, you are responsible for canceling any recurring payment you set up in the Tenant Portal a month before your last month.

**You must vacate the premise BEFORE NOON on the 20th. Failure to move out on time will result in a Holdover charge of \$300/day. On or before your lease expiration date, you must come to the office and surrender ALL your keys. At that time, you will fill out a form indicating you have returned your keys and specify the deposit return directions. ALL TENANT NAMES WILL BE ON ONE CHECK UNLESS OTHERWISE NOTED. You now have the option to update your forwarding address and opt for an e-check in the tenant portal. Otherwise, security deposit refund checks will be placed in the mail 14 days after your lease expiration date.**

If you have any questions, please contact us at [info@universityhill.com](mailto:info@universityhill.com) or by phone at 315-422-0709.

Thank You,  
University Hill Realty, LLC