

Greetings!

Remember that day about 1 year ago (or more perhaps) when you were moving INTO your new home? Well, that day has come to move OUT... which is not near as exciting! Trisda Group has been in property management for 20 years and every year outgoing Tenants leave unexpected "surprises" behind for the Landlord to clean and repair. We ask that you **not** be one of those "surprises" this turnover season.



We thank you for your tenancy in our home and we would like to send a few reminders and **TIPS** as you make your exit from the property:

- Trisda Group has absolutely no desire to use your security deposit to clean and restore the home to move in condition. Cleaning and repairing damages to property is expensive and time consuming to the Landlord. We WANT to return your deposit in FULL, please do your part in making this happen. A list of charges has been included for your reference.
- We encourage outgoing Tenants to PLAN AHEAD WITH CLEANING. Trisda Group is a licensed contractor and charges by the hour plus supplies to clean on your behalf should proper cleaning not be completed.
- **There is a full set of Move Out Instructions in your lease agreement, which Tenants have had access to all year. IF these are completed in FULL, you WILL receive a FULL security deposit refund. We cannot urge you enough to follow these instructions.**
- Take special note that it can take 3-4 hours for the clean cycle to be completed for an oven. Do not forget to clean behind & under your appliances where food and hair collected over the course of your lease.
- **Do NOT leave any trash or belongings in or around the property or on the curb.** The property was completely empty when you arrived and should be left in the exact same condition when you exit. Any Tenant belongings and or trash left at the property or on the curb is removed and hauled to an offsite location at \$750 a truck load plus labor. Nobody really wants the old condiments from the fridge that have been left outside for a few days???? (Well, maybe the local critters do... because nobody else wants them either!)
- Your lease expires at **12 NOON**, an email confirmation that the keys have been returned must be received by **12 NOON**. A \$75 charge applies should the office not receive notice that the property has been vacated on time. There are Staff members assigned to the property you are exiting THAT DAY to begin the cleaning and turnover process at 12:01 pm. Holdover charges begin at 12:01 pm of your move out day if the email is not received.
- Carpet cleaning must be completed by a licensed contractor, NOT a rented machine. All carpets should be vacuumed by the tenant PRIOR to your carpet contractor arriving. Carpets will hold an odor if they have debris in them when steam cleaned. If the carpets hold an odor the Landlord will clean them a second time at the Tenant's expense.
- **Security deposits are distributed within 30 DAYS of the LEASE END DATE.** We WANT to send you YOUR money. If you do not provide the forwarding address of "Tenant 1" on the lease agreement, we cannot send you your refund!
- **AN EMPTY LOCKBOX WILL BE PLACED ON YOUR DOOR BEFORE THE LEASE ENDS. ALL KEYS SHOULD BE PLACED INSIDE THE LOCKBOX. THE GARAGE DOOR OPENER SHOULD BE PLACED ON THE KITCHEN COUNTER. THE CARPET CLEANING RECEIPT CAN BE PLACED ON THE KITCHEN COUNTER. WE WILL ALSO ACCEPT A SCANNED COPY OR PHOTO OF YOUR CARPET CLEANING RECEIPT EMAILED TO [INFO@TRISDA.COM](mailto:INFO@TRISDA.COM). THE FORWARDING ADDRESS CAN BE EMAILED TO [INFO@TRISDA.COM](mailto:INFO@TRISDA.COM), or COMPLETED WITH THE "EXITING TENANT PROERTY SURVEY".**
- Should you vacate prior to the lockbox being placed at the property, the keys will need to be dropped off at our office drop box located outside at 1039 Brookline Blvd, Office Lower Level, Pittsburgh, PA 15226. Please confirm via email when the keys have been placed in the drop box. THE DROP BOX IS MOUNTED TO THE LEFT OF THE BUILDING, DOWN THE STAIRS NEXT TO OUR GLASS DOORS.

Special Considerations For Pet Owners:

- Take a few moments to vacuum the walls and trim—Fido has stuck to them over the last couple months/years.
- Pick up any dog waste in the yard, and plant grass seed in the areas of your pet's favorite potty location.

From Trisda Group's Staff we THANK YOU and wish you the **Best of Luck** as you move onto greener pastures!

## MOVE-OUT CHARGES FLAT FEES

### Painting

|                 |   |
|-----------------|---|
| Touch Up Paint  |   |
| Studio          | \$290.00  |
| 1 Bedroom       | \$450.00  |
| 2 Bedroom       | \$445.00  |
| 3 Bedroom       | \$525.00  |
| Full Paint      |   |
| Studio          | \$395.00  |
| 1 Bedroom       | \$495.00  |
| 2 Bedroom       | \$655.00  |
| 3 Bedroom       | \$720.00  |
| Carpet cleaning | \$100.00 per room or hallway<br>\$260.00 per stairway |

### Kitchen Cleaning

|                                    |                  |
|------------------------------------|------------------|
| Refrigerator cleaning              | \$195.00         |
| Stove cleaning                     | \$195.00         |
| Microwave                          | \$50.00          |
| Dishwasher                         | \$50.00          |
| Floors/Cabinets/Counter Tops, etc. | \$75.00 per hour |

### Bathroom Cleaning

|                                       |                   |
|---------------------------------------|-------------------|
| Tub/Shower                            | \$115.00          |
| Vanity (Inside, Outside, Top)         | \$65.00           |
| Toilet                                | \$65.00           |
| Exhaust Fan                           | \$50.00           |
| Floors                                | \$75.00 per hour  |
| Cigarette Smoke Removal & Remediation | \$395.00 per room |
| Tub Recoating                         | \$700.00          |

### General Cleaning

|   |                                     |
|---|-------------------------------------|
| Ceiling fan cleaning                        | \$50.00 per ceiling fan             |
| Window cleaning (glass, frame, windowsills) | \$50.00 per window                  |
| Blind cleaning                              | \$50.00 per blind                   |
| Clean Switch Plate Cover                    | \$5.00 per switch plate cover       |
| Clean Baseboards to remove dust/pet hair    | \$75.00 per room                    |
| General cleaning (not covered above)        | \$75.00 per hour or portion thereof |

### Repairs

|                  |                                      |
|------------------|--------------------------------------|
| Wall patch work  | \$115.00 per hour or portion thereof |
| Baseboard Repair | \$115.00 per hour or portion thereof |
| Yard Maintenance | \$75.00 per hour                     |
| Dog Waste        | \$40.00 per pile                     |

### Trash Removal

|                           |   |
|---------------------------|---|
| Removal of personal items | \$75.00 per hour or portion thereof   |
| Garbage removal           | \$980 for 15 yard dump truck, labor included                                    |
| Dumpster rental           | \$930 for 20 yard dumpster, labor billed at \$85.00 per hour or portion thereof |
| Furniture removal         | \$90.00 per item  |

### Replacement Items

|   |   |
|---|---|
| Light bulbs                               | \$7.00 each   |
| Blind replacement                         | Cost of Blind + Labor \$115.00 per hour or portion thereof                      |
| Smoke detectors                           | \$65.00   |
| Smoke detector batteries                  | \$7.00  |
| Toilet seat                               | \$50.00   |
| Shower rod                                | \$50.00   |
| Keys                                      | \$115.00 per key  |
| Appliance replacement                     | Cost + 25%  |
| Miscellaneous items not mentioned above   | Cost + 25%  |
| Door replacement – interior               | Cost + \$195.00 labor   |
| Door replacement – exterior               | Cost + \$325.00 labor   |
| Window glass replacement                  | Cost + 25%  |
| Carpet removal                            | 1 hour of labor \$115.00 per hour or portion thereof                            |
| Carpet replacement; Includes installation | Molyneaux Current 2024/2025 rates. Depreciation based on 8 years life of carpet |