

# JJ Land Company APARTMENTS

5738 BAUM BLVD  
PITTSBURGH, PA 15206  
P: 412-363-1033 F: 412-363-7141  
WWW.JJLANDAPARTMENTS.COM  
INFO@JJLANDAPARTMENTS.COM

Dear Tenant(s),

We are writing to explain our procedures concerning lease expiration. Throughout the next few weeks there are a few things to take note of:

1. All keys are due into our office at or before the expiration of your lease. The lease ends on the second to last day of the month at 9AM. It is very important that we receive your keys by 9:00AM. If you remain in the apartment past this time you will be charged rent for an additional month. When you turn in your keys, all moving and cleaning should be complete. If returning keys after hours, please place them in an envelope labeled with your name, address, forwarding address and telephone number, then drop it in the mail slot on the side of the building.
2. Please remember to clean up as stated in your lease. The most common areas that are overlooked include the inside of the oven, cabinets, refrigerator and medicine cabinet. Also, please note you are required to professionally steam clean any carpeted areas. We recommend Pro Carpet Systems at 412-373-6060.
3. No trash is to be left on the exterior premises. All garbage should be placed at the curb for pick-up on your regular scheduled trash day prior to lease expiration. The City of Pittsburgh will take up to two bulk items per building per week. Please plan to dispose of furniture and trash accordingly.
4. Your security deposit will be returned to you via mail within thirty days of receiving your keys. For this reason, it is important that you provide us with your forwarding address. Any costs for cleaning or damages will be deducted from your deposit. Enclosed is a copy of our cleaning checklist. Also, any unpaid charges such as rent, lease breaking fee, late charges, etc. will be subtracted from your deposit.

If you have any questions, please contact us at 412-363-1033.

Thank you,  
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Dear Residents:

Thank you for taking the next few minutes to help us evaluate the quality of our management and maintenance services. Your input is important to us for improving the quality of our services. Simply complete the questionnaire below by circling the number which expresses your feelings for each question. Once complete please return to our office so we can improve upon our business for the future. Thank you.

How satisfied are you with the following areas? 1= poor 5=outstanding

**Exterior:**



Exterior community appearance:	1	2	3	4	5
Exterior lighting:	1	2	3	4	5
Landscaping:	1	2	3	4	5
Snow and Ice Removal:	1	2	3	4	5
Parking:	1	2	3	4	5
Comments and suggestions:	_____				

**Maintenance Requests:**

Response time for maintenance calls:	1	2	3	4	5
Problem corrected properly:	1	2	3	4	5
Clean up afterwards:	1	2	3	4	5
Courtesy of maintenance personnel:	1	2	3	4	5
Comments and suggestions:	_____				

**Office:**

Office appearance:	1	2	3	4	5
Courtesy of office employees:	1	2	3	4	5
Response to your inquiries:	1	2	3	4	5
Response time to your questions:	1	2	3	4	5
Comments and suggestions:	_____				

**Services:**

Heating system:	1	2	3	4	5
Air conditioning system:	1	2	3	4	5
Hot water:	1	2	3	4	5
Laundry facilities cleanliness:	1	2	3	4	5
Laundry facilities equipment:	1	2	3	4	5
Comments and suggestions:	_____				

**Your Home:**

Maintenance:	1	2	3	4	5
Up -date:	1	2	3	4	5
Comments and suggestions:	_____				

What did you like most about living here? \_\_\_\_\_  
 What did you like least about living here? \_\_\_\_\_  
 How could we improve? \_\_\_\_\_  
 What is your address? (optional) \_\_\_\_\_

Thank you,  
JJ Land Company



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## MOVE OUT INSPECTION

PROPERTY ADDRESS \_\_\_\_\_  
TENANTS NAME(S) \_\_\_\_\_  
FORWARDING ADDRESS \_\_\_\_\_

<u>CLEANING</u>	<u>MINIMUM CHARGE</u>	<u>TOTAL CHARGE</u>
<input type="checkbox"/> CLEAN LIGHT FIXTURES	\$20	_____
<input type="checkbox"/> KITCHEN CABINETS & DRAWERS INSIDE	\$50	_____
<input type="checkbox"/> KITCHEN CABINETS & DRAWERS OUTSIDE	\$30	_____
<input type="checkbox"/> KITCHEN SINK & COUNTERTOPS	\$25	_____
<input type="checkbox"/> OVEN INSIDE, OUTSIDE & UNDER STOVETOP	\$75	_____
<input type="checkbox"/> RANGE HOOD	\$20	_____
<input type="checkbox"/> REFRIGERATOR INSIDE AND OUT	\$50	_____
<input type="checkbox"/> MICROWAVE	\$15	_____
<input type="checkbox"/> DISHWASHER	\$20	_____
<input type="checkbox"/> KITCHEN & BATH FLOORS	\$25/FLOOR	_____
<input type="checkbox"/> BATH TUB & TUBWALLS	\$40	_____
<input type="checkbox"/> BATH SINK & VANITY	\$25	_____
<input type="checkbox"/> COMMODE (Including base)	\$50	_____
<input type="checkbox"/> MEDICINE CABINET	\$20	_____
<input type="checkbox"/> CLEAN CLOSETS INCLUDING SHELVES	\$15/CLOSET	_____
<input type="checkbox"/> CLEAN SWITCH PLATES	\$2/PLATE	_____
<input type="checkbox"/> CLEAN DOORS & TRIM	\$15/DOOR	_____
<input type="checkbox"/> CLEAN WALLS	\$50/ROOM	_____
<input type="checkbox"/> CLEAN WOODWORK AND SHELVES	\$20/ROOM	_____
<input type="checkbox"/> CLEAN BASEBOARDS	\$25/ROOM	_____
<input type="checkbox"/> INSIDE OF WINDOWS	\$20/WINDOW	_____
<input type="checkbox"/> UPPER & LOWER WINDOWSILLS	\$15/WINDOW	_____
<input type="checkbox"/> HARDWOOD FLOORS MOPPED	\$25/FLOOR	_____
<input type="checkbox"/> CARPETS STEAM CLEANED	VARIES	_____
<input type="checkbox"/> SWEPT PATIO, PORCH, BALCONY	\$25	_____
<input type="checkbox"/> CLEAN CUT STORAGE LOCKER	\$50	_____
 <u>MISCELLANEOUS</u>		
<input type="checkbox"/> HAUL AWAY GARBAGE	\$50	_____
<input type="checkbox"/> REMOVAL OF BULK ITEMS	\$75	_____
<input type="checkbox"/> LIGHTBULBS IN ALL FIXTURES	\$2/BULB	_____
<input type="checkbox"/> SMOKE DETECTORS / BATTERIES	\$50/DETECTOR    \$2/BATTERY	_____
<input type="checkbox"/> APARTMENT KEY(S) RETURNED	\$75/KEY	_____
<input type="checkbox"/> BUILDING KEY(S) RETURNED	\$100/KEY	_____
<input type="checkbox"/> MAILBOX KEY(S) RETURNED	\$50/KEY	_____
<input type="checkbox"/> PARKING PASS	\$20	_____
<input type="checkbox"/> GARAGE DOOR OPENER	\$50	_____
<input type="checkbox"/> OTHER _____	VARIES	_____
<input type="checkbox"/> OTHER _____	VARIES	_____
<input type="checkbox"/> DAMAGES _____	VARIES	_____

**Total Charges:** \_\_\_\_\_