

**All Locations**

---

We hope you enjoyed the year at Bloom U. We were happy to have served you!

This sheet provides some important move out procedure information. As always, if you have any questions, you may contact Bob at anytime. He can be reached at 570-204-7204 or via email ([bob.crouse@2m-properties.com](mailto:bob.crouse@2m-properties.com)).

**MOVE OUT PROCEDURE**

The following are the items that you must complete prior to move out:

- Move-out day is defined in the lease. You must be completely moved out by 3 pm on that day.
- You must remove all furniture, including beds. Mattresses and couches (ie, the big items) may NOT be set by the curb or dumpster for removal. They must be removed and disposed of by YOU.
- All food items, including items in the fridge and cabinets must be removed.
- All trash must be disposed of in the dumpster.
- All outdoor items must be removed, or disposed of.
- Please leave all keys on the kitchen counter. You will be charged for all keys not recovered.

**SECURITY DEPOSITS**

The security deposits will be used in the following way, as defined by your lease:

- \$50 - 75 per tenant will be taken out for professional cleaning services
- \$20 per tenant for student licensing
- \$20 per tenant for extra garbage removal
- \$10 per tenant for recycling
- Any and all maintenance required due to the tenants' negligent or intentional acts
- Any remaining unpaid bills (ie, utilities, fines, late fees, etc) for which the landlord will be responsible

The remaining unused portion of your security deposit will be mailed to you within 30 days. It will be mailed to the address that we have on record. If that address is no longer valid, it is your responsibility to notify us of the correct address.

**GARBAGE REMOVAL**

Please stack all trash at the curb for pickup by the trash service.

**MAIL FORWARDING**

It is your responsibility to notify the post office of your change of address.

---

**All Locations**

---

**UTILITIES**

It is your responsibility to have the utilities transferred out of your name, and into our name. The utility transfer form can be used for this. This form was provided to you at move-in time. If you no longer have a copy, you can find it on our website, or please contact us anytime for a copy.

**IMPORTANT CONTACT INFORMATION**

The person you contact with any questions, or problems, or maintenance issues is Bob Crouse. He can be reached at 570-204-7204 or via email ([bob.crouse@2m-properties.com](mailto:bob.crouse@2m-properties.com)).

The utility companies can be reached at the following numbers:

- Electric Company (PP&L): 1-800-342-5775
- Water Company (United): 1-800-299-8972
- Cable Company: 1-800-522-2389
- Telephone Company (Verizon): 1-800-660-7111