

Dear Resident(s):

We have been informed that you will be leaving us in the upcoming weeks. We would like to make it as easy as possible to process your security deposit.

Therefore, enclosed is general move out information.

As indicated in your lease, we will be showing your home as soon as possible for re-rental. Please ensure that your home is neat and clean and ready for showing to prospective tenants.

TO HAVE SECURITY DEPOSIT SENT TO YOU, THE FOLLOWING MUST BE DONE:

1. All rent must be paid that is owed for the lease term.
If amount due is not paid, an additional \$140.00 is added for court filing fees.
2. The instructions on the attached sheet entitled "*Lease Termination Instructions*" must be followed.
3. All keys must be returned, including mail box keys.
4. Forwarding Address form must be filled out and returned to:
Brands Capital Corp
P.O. Box 8221
Pittsburgh, PA 15217

Please contact us for any questions or concerns.

Thank you,
Brands Capital Corp

Would You Like Earn An Extra \$350.00 When You Move Out?

WE OFFER ALL KINDS OF BONUSES IF YOU MAKE OUR JOB SIMPLER WHEN YOU MOVE OUT!

HERE'S A LIST OF THE BONUSES YOU CAN EARN:

No Vacancy Bonus\$150.00



If we can fill your apartment with a new tenant the day after your lease ends, you will earn \$150! If we have a written agreement with a new tenant, but we are unable to move them in the next day, you will still earn a \$50 bonus as long as they agree to terms with us before your lease ends.

Mint Condition Bonus\$100.00

We'll give you \$100 if your apartment is completely cleaned and free of any defects. If we don't use any contractors or a cleaning crew, and you will earn \$100!

Tenant Referral Bonus\$100.00

If you refer someone to us and they take your vacant apartment, you will earn \$100!



That is \$350.00 in potential earnings to you!

See back fro more details



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P.O. Box 8221 • Pittsburgh, PA 15217 • info@brandscapital.com • 412-226-8989

Move-out Bonus Details

No Vacancy Bonus:

The \$150 bonus is paid if we are able to move a new tenant in the day after your lease ends. We will make every effort to ensure this happens, but cannot guarantee a tenant moves in the next day, even if all other conditions are met. The \$50 bonus will be paid as long as a written agreement has been established between the new tenant and us. A written agreement constitutes a lease signing or the tenant paying a deposit to hold the unit.

Note: Anyone qualifying for the \$150 bonus is not eligible to also earn the \$50 bonus.

Mint Condition Bonus:

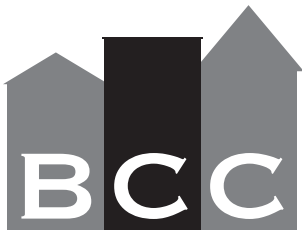
Your rent unit must be in pristine condition when you move-out to earn this bonus. Your unit cannot require any repairs, painting, or cleaning. If any work is needed, you cannot qualify for this \$100 bonus.

Tenant Referral Bonus:

The tenant referral bonus applies only to applicants who sign a lease with us. No referral bonuses are paid for applicants who do not become our tenants. This bonus is not paid immediately, but is contingent on the referred tenant spending four months with us and being in good standing with us (no excessive damages to the property, all rent paid in full, etc.). After four months, this bonus will be mailed to the forwarding address supplied by you in your move-out package. Failure to provide a forwarding address will void this \$100 bonus.

Special Restrictions Apply:

- Any tenant with an outstanding rent balance cannot qualify for any of these bonuses. Make sure you are up to date with your final rent payment.
- If the tenant's security deposit does not cover the costs of necessary cleaning and repair expenses, we will take any remaining balance owed from these bonuses.
- Maximum payout from these bonuses: \$350.



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Lease Termination Instruction

- 1. Your home must be completely cleaned**

In general, the home must be free of all dirt that has accumulated during your stay. All appliances, inside and out, must be clean and free of grease. All fixtures must be thoroughly cleaned; toilet, vanities or sinks, kitchen countertops and cabinets (inside and out) cleaned; shelf paper installed by tenant completely removed without damage to fixture; stove hoods, baseboards, window sills and blinds, walls free of dust and cobwebs; mirrors, tubs, showers, closet shelving, light globes all thoroughly cleaned. Floors must be scrubbed and carpets shampooed.
- 2. Landlord provided items & consumables must not be missing**

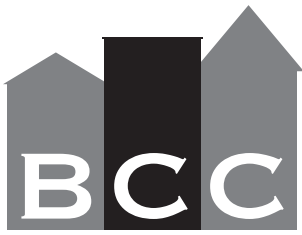
Any items which the landlord supplied on move-in or afterward, including light bulbs, must not be missing.
- 3. You are responsible for all damages beyond normal wear and tear**

Reasonable wear and tear is expected. However, any unusually large wall cracks, holes, or chips, broken woodwork or doors, or chipped paint do not fall within this definition. Holes for pictures must be with small nails. Do not remove picture hooks. See Damages Price Sheet for pricing specifics.
- 4. Request final meter readings only**

Do not ask utility companies to turn off service. Ask for a final meter reading to be taken on the last day of your lease. We will arrange for shutoff or assignment to a new tenant, and you won't be billed for additional days.
- 5. All of your utility bills must be paid.**
- 6. Defrost refrigerator**

Defrost refrigerator and turn it to lowest setting. Do not turn off.
- 7. Do not leave your belongings or trash behind**

All of your belongings must be removed from the home, basement, and storage areas on or before the last day of your lease, or you will be charged storage fees. You must arrange for removal of cable TV beforehand, and notify the post office of your move.



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- 8. Cooperate with our showings and maintain your home in good condition**
Please keep your apartment as presentable and as free of clutter as possible during your final weeks. This allows us to show your apartment in the best light possible. Prospective tenants want to see the space that they have available to them, not excessive clutter and moving boxes. Remember, you benefit from our ability to fill your apartment as quickly as possible. **Please note that your lease requires you to allow us to show your apartment before you vacate. Failure to cooperate will result in forfeiture of your security deposit as well as incur an additional month's rent charge.**
- 9. Approved additions must stay or restored to original condition**
If you have made an addition to the home without notifying us, and we encounter expense to remove it, you will be billed. Additions which we have approved should remain with the home. If you remove them, the home must be returned to us in exactly the same condition in which you received it. For example, if you replace a light fixture, the original one must be properly re-installed.
- 10. Forwarding address must be supplied in writing**
You must vacate the home no later than 5:00 p.m. on the last day of your lease. A move-out report including any charges will be sent to you within 30 days of your lease termination. You must supply a mailing address in order to receive a report and refund.
- 11. Place all keys on kitchen counter**
When you move out, place all keys, including all copies, on the kitchen counter and lock them inside the home. If the home cannot be locked without a key, push the key under the door after locking. If this cannot be done, mail the key to us. Any mail box keys must also be returned at the same time.
- 12. Carpets must be cleaned professionally**
If a pet has occupied the home, you must get your carpets professionally cleaned and deodorized with an enzyme cleaner. Forward the cleaning receipt to us.



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How cleaning/damages are determined:

A cursory walk-thru or inspection is not done. Instead, a crew is dispatched to the apartment/house between 1 and 15 days of move-out. All surfaces are gone over with clean sponges, water, and cleaning agents. It is readily apparent at that time if the item is clean or requires cleaning. At the same time, areas are examined for damages, using records of move-in condition for comparison.

These procedures may take anywhere from 1 day to several weeks depending upon the size of the home and its condition. In all cases, a full report is mailed within 30 days of move-out, with detailed explanations of charges, if any.

Cleaning Tips

Mini-blinds: Best way to clean is to remove blinds from windows, immerse in bathtub filled with water and Spic 'n Span® (or other cleaner). Clean each slat with sponge, then rehang blinds and separate slats to dry.

Range: Clean all inside parts with oven cleaner following directions on can including inside oven, racks, broiler, burner pans, under range top. Clean all outside surfaces of range with Spic 'n Span type cleaner including range top, doors, sides, knobs, and under knobs. Do not allow harsh oven cleaner to come in contact with outside surfaces of range.

Carpets: Vacuum thoroughly. Get professional cleaning from a reputable company, or rent carpet cleaning machine using cleaner recommended. Clean thoroughly using enough cleaner. Clean areas near baseboard with sponge. An alternate method is to clean the entire carpet with bucket and sponge and carpet cleaner. In any case, the carpet must be left in a clean condition, or you will be charged. Some carpet cleaning companies do not do an adequate job, and carpets sometime remain in a soiled condition.

Tile/Vinyl Floors: Clean with sponge or brush using Spic 'n Span type cleaner, making sure to clean corners.

Refrigerator: Wash with warm soapy water, removing any trays and water caused by defrosting.

Bathrooms: Tubs, enclosures, sinks, toilets should be cleaned with cleanser, and soap scum, mildew, etc. can be removed with Tilex® or similar cleaners.

Price Sheet for Cleaning

You must do your own cleaning to avoid charges. Brands Capital does not wish to have your cleaning done for you, and would prefer to have a completely clean apartment/house turned over to us at your departure. If, for some reason, you do not do the cleaning as outlined in our instructions, the service(s) will be provided for you after you move out, and you will be charged and billed as follows:

PLEASE NOTE:

- All prices are per item.
- These are typical but minimum charges and may be higher
- Some services may not be listed please contact us for an estimate.

Cleaning of Appliances:

Stove top & drip bowls	\$ 40.00
Stove hood	\$ 40.00
Oven	\$ 55.00
Refrigerator	\$110.00
Above stove microwave.....	\$ 70.00

Cleaning of Fixtures/Build-ins:

Light fixture	\$ 40.00
Ceiling fan	\$ 55.00
Ceiling fan with light fixture	\$ 70.00
Blinds	\$ 30.00
Sink	\$ 20.00
Toilet	\$ 20.00
Bathtub or shower surrounding	\$ 50.00
Kitchen cabinets	\$200.00
Other cabinet	\$ 25.00
Closet	\$ 55.00

Cleaning of Floors and other surfaces:

Carpets, per room	\$100.00
Tile or vinyl floors, per room	\$ 60.00
Laminate or hardwood floors, per room	\$ 60.00
Window (Insides only)	\$ 30.00
Wall	\$ 35.00
Countertop	\$ 15.00



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Trash removal:

Trash, per 13 gallon bag	\$ 20.00
Trash, per 42 gallon bag	\$ 60.00
TV, computer, stereo, etc.	\$ 150.00
Small electrics < 3 lbs (tablet, receivers, chargers, routers, etc.)	\$ 35.00
Recliner	\$ 150.00
Love seat or 2 seat sectional section	\$ 175.00
3 seat couch or 3 seat sectional section	\$ 250.00

Exterior Cleaning:

Major yard cleanup	\$ 900.00
Minor yard cleanup	\$ 550.00
Mow lawn	\$ 120.00 & up
Clean Gutters	\$ 150.00
Trim bushes	\$ 100.00 & up

Exterminating:

Exterminate for roaches	\$ 700.00 +rent**
Exterminate for fleas	\$ 600.00 +rent**
Exterminate for bed bugs	\$1,500.00 +rent**

** lost rent (1 month minimum)

Determination of whether or not these services must be rendered will be made after move-out, and as indicated by the sheet entitled "*How cleaning/damages are determined*".

Please understand the meaning of "clean" -- clean means that an item has been cleaned - it is free of all dust, dirt, stains, and grease. If you haven't wash, scrubbed, etc., it with water, soap, detergent, cleaning aids, etc., it isn't clean. It is not enough for the item to be "non-filthy" or "non-dusty".



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Price Sheet for Damages

Reasonable wear and tear is expected. However, excess wear and tear and any unusually large wall cracks, holes, or chips, broken woodwork or doors, or chipped paint do not fall within this definition. Holes for pictures must be with small nails. Do not remove picture hooks.

If damages beyond reasonable wear and tear are found during the move-out inspection, they will be added to the report which will be mailed within 30 days of move-out.

PLEASE NOTE:

- All prices are per item.
- These are typical but minimum charges and may be higher
- Many services may not be listed please contact us for an estimate.
- Partial damage will be charged at full replacement unless original condition/function can be restored with repair.
- Damages are charges regardless of Landlord's actual Repair/Replacement

Drywall & Plastering:

- Repair hole in drywall(< 1 square inch), required painting not included . \$ 10.00
- Repair hole in drywall(> 1 square inch), required painting not included \$ 35.00
- Repair hole in drywall(> 1 square foot), required painting not included \$ 150.00

Painting:

PLEASE NOTE:

- A wall usually refers to a 4th of the walls of a room.
- Hallways, staircases, entrance areas, walk-in closets or any area larger than 70 ft² is considered a room.
- Prices are for rooms smaller than 260 ft²

- Wall only (each, not including baseboards and closets, windows, etc.) .. \$ 80.00
- Ceiling \$ 80.00
- Baseboard (per wall) \$ 25.00
- Window or door frame\$ 40.00
- Closet (inside only) \$ 80.00
- Interior and closet door (one side only) \$ 40.00
- Exterior door (one side only) \$ 55.00
- Entire room \$700.00
- Repaint cabinet, each \$ 60.00



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Flooring:

PLEASE NOTE:

- Damage or stain in a small area will require the floors in the whole room to be replaced.
- Carpet and vinyl flooring will be charged by the length of the room in intervals of 12.0 feet in width for carpet and 10.0 feet for vinyl. For example if you room is 8x13 you will be charges two(2) times 8 foot in length.

Replace carpet, per liner foot (max width 12ft)	\$ 75.00 & up
Replace carpet and padding, per liner foot (max width 12ft)	\$ 135.00 & up
Replace carpet on steps, per step	\$ 35.00
Replace vinyl flooring, per liner foot (max width 10ft)	\$ 90.00
Replace laminate flooring (full room), price per square foot	\$ 5.50 & up
Replace tile flooring (full room), price per square foot	\$ 8.50 & up
Replace hardwood flooring (full room), price per square foot	\$ 12.00 & up

Millwork

Repair or replace interior door frame	\$175.00
Repair or replace exterior door frame	\$220.00
Repair or replace window frame	\$220.00
Replace interior door	\$250.00 & up
Replace exterior door	\$375.00 & up
Replace window	\$600.00 & up
Replace lock	\$ 45.00
Non returned key, each	\$ 10.00
Repair window screen	\$ 70.00
Replace baseboard, per liner foot	\$ 9.00

Plumbing Fixtures:

Replace bathroom or kitchen sink faucet	\$300.00 & up
Replace shower faucet	\$350.00 & up
Replace shower head	\$ 50.00 & up
Replace toilet	\$450.00
Replace toilet tank only	\$225.00
Replace toilet seat	\$ 80.00
Replace bathroom sink and cabinet	\$500.00 & up
Replace kitchen sink	\$400.00 & up



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Electrical Fixtures:

Replace light fixture.....	\$150.00 & up
Replace ceiling fan	\$350.00 & up
Repair light fixture or ceiling fan (i.e. replace globe)	\$ 80.00 & up

Other Fixtures:

Replace towel bar/holder	\$ 40.00 & up
Replace toilet paper holder	\$ 40.00 & up

Countertops:

Replace standard shape /in-stock laminate countertops, per linear foot ...	\$ 50.00
Replace custom ordered laminate countertops, per linear foot	\$100.00
Replace granite tile countertops, per square foot	\$100.00 & up
Replace ceramic tile countertops, per square foot	\$ 90.00 & up
Replace granite/quartz countertops, per square foot	\$100.00 & up

Appliances & Electronics:

Stove/Range (Low end model: i.e. no electronic controls)	\$500.00 & up
Stove/Range (Medium end model: i.e. electronic controls, self clean)	\$750.00 & up
Refrigerator (Low end model: i.e. freezer on top, no ice maker)	\$600.00 & up
Refrigerator (medium end model: i.e. Side-by-Side with ice maker)	\$850.00 & up
Above Stove Microwave	\$450.00 & up
Dishwasher	\$700.00 & up
Garbage Disposal	\$300.00
Replace basic thermostat	\$ 80.00
Repair/replace doorbell	\$ 75.00 & up
Repair/replace garage door opener	\$600.00 & up
Lost garage door opener remote, each	\$ 75.00

Electrical:

Replace standard light bulb	\$ 10.00
Replace electrical outlet or switch	\$ 45.00
Replace electrical cover plate	\$ 15.00
Replace smoke or carbon monoxide detector (battery operated)	\$ 35.00
Replace smoke detector (hard wired)	\$ 50.00
Replace smoke or carbon monoxide detector battery	\$ 6.00

Miscellaneous:

Unclogging drain	\$195.00
Replace Fire Extinguisher	\$ 90.00
Mini Blinds	\$ 40.00 & up
Lost rent during repair, prorated daily	2x regular rent

VACATE CHECK LIST

Below is a check list to help save you money. Your home should be left clean with no necessary repairs.

(CHECK AS YOU COMPLETE THEM)

LIVING ROOM

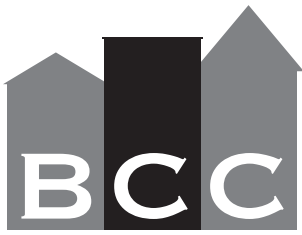
- Fingerprints, crayon marks, pencil marks, and soil have been removed from walls woodwork, doors and lights.
- Windows, window tracks and window sills are thoroughly cleaned.
- Carpeting is vacuumed and shampooed/steam cleaned.
- Hardwood, linoleum or tile floors have been thoroughly cleaned.
- Nails, decals, picture hangers, etc., have been removed from the walls and closets; holes should be patched properly.
- Replace any damaged items such as broken outlet covers, bent curtain rods. If the doors or door moldings have been damaged since you moved in, you will be responsible for this (all rooms).
- Mini-Blinds – Are they clean / intact / not bent?

BATHROOM

- The sink, tub, toilet, cabinets and floors have been thoroughly cleaned.
- The towel bars and toilet paper holder are secure.
- Windows, window tracks and window sills are thoroughly cleaned.

BEDROOMS

- 1 2 3 4 5
 The floors are thoroughly cleaned and shampooed/steam cleaned.
- All debris has been removed (all rooms and closets).
- Windows, window tracks and window sills are thoroughly cleaned.



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KITCHEN

- The kitchen sink and countertops are thoroughly cleaned.
- The refrigerator is thoroughly cleaned, defrosted and empty.
Please leave on lowest setting.
- The range, burners, under the burners and oven are thoroughly cleaned. Also, the exhaust fan, exhaust screen, vent hood cover have been thoroughly cleaned.
- The cabinets are thoroughly cleaned inside and out. Any contact paper has been removed.
- The floor has been swept and thoroughly mopped.
- Windows, window tracks and window sills are thoroughly cleaned.
- The walls have been washed down as needed (no grease).
- Missing fixtures, such as cabinet knobs, have been replaced.

EXTERIOR

- The yard is free of weeds and debris.
- All possessions have been removed from the yard, porches and decks.
- All trash has been placed in proper receptacles.

Cleaning should be done in a thorough manner. Please be aware that furniture and other belongings may hide damage for which you may be held responsible. Any additional cleaning, fumigation or repair work that is needed will be charged to your account.



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Move-out Form

Please complete this form and return it to the above address:

Name: _____

Address: _____

Move-Out Date: _____

Forwarding Address:

Signature: _____

Thank you.

Move Out Survey (optional)

At Brands Capital, our goal is to continually improve our residences so that we may better serve our tenants. We would greatly appreciate it if you would answer the following questions regarding your time with us. When you have finished completing the survey, please return it to Brands Capital at the address above or leave it on the kitchen counter after you move out.

What was your primary reason for moving?

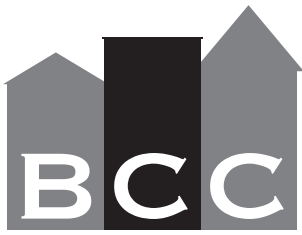
- Purchase of a home, townhouse or condominium
- Move in with family or friends
- Job transfer
- Student (graduated, completed school year)
- Change of living situation (newly single or married, new roommate(s), need more/less space)
- Change in payment assistance
- Location (please specify: undesirable neighborhood, commute, lack of public transportation, etc.))
- Dissatisfied with apartment community (service, rent level, safety) Please specify:
- Lease terminated or not renewed by Landlord
- Other _____
(Please describe)

Would you recommend this apartment or Brands Capital to a friend or relative?

- Yes No

Did you feel your rental rate was a good value?

- Yes No _____
(Please explain)



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Overall, how would you rate your level of satisfaction with the following items?

	Highly Satisfied	Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Dissatisfied	N/A
Administrative Staff						
Your Property Manager						
Maintenance Personnel						
Timeliness of Maintenance Repairs						
Your Apartment						
Apartment Furnishings						
Your Neighbors						
Utilities Provided						
Services Provided						
Safety						
Parking						
Exterior Lighting						
Snow Removal						
Trash Removal						
Landscaping						
Laundry Area						
Moving Out Procedures						
Monthly Rent Rate						
Overall Satisfaction						

If there is one thing that we could have done differently that would have made you wish to stay longer with us, what would that be?

We would love to share your thoughts with prospective tenants. Is there something from your experiences that you would like to offer people interested in renting from us? We would love for you to give us a testimonial that we can use.

We appreciate your taking the time to complete this survey. We wish the best of luck in your new home.