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# *The Detailed Guide for* **MOVING OUT**

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Bloomsburg University Student Off-Campus Housing Rentals

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# Hello Students!

Thank you for being part of the Morucci Realty community. We hope your home was a space of growth, joy, and connection—and that you made memories you'll carry with you long after the boxes are packed.

We're genuinely grateful you chose to live with us. It's been our honor to provide you with a space to call your own. As you prepare for your next step, this guide will walk you through the move-out process clearly and simply. Our goal is to make things smooth—for you and for us—so we can return your security deposit ASAP and prepare the space for its next chapter.

We have 30 days to process and return your deposit.  
By following the steps in this guide, you'll help ensure there are no delays.

## **Please Read Everything**

This guide is your checklist for a seamless transition. It covers: Cleaning Expectations, Key Return Process, Deposit Deductions + how to avoid them, Final Walkthrough Details and more.

The more thorough you are, the faster we can finalize your move-out.

May your next home bring you peace, possibility, and more of what makes you feel like you.

With gratitude,  
The Morucci Realty Team  
📞 Text Nikki with any questions: (570) 854-2301 (before 10 PM daily)





## If ALL STUDENTS are staying in the same apartment next year...

Here's what you need to know if you and your roommates are ALL returning to the same apartment next year. Whether you're staying through the summer or coming back in the fall, please read this section carefully to avoid confusion, unexpected fees, or delays with inspections.

### 1. COMMUNICATE YOUR PLANS:

Let Nikki know as soon as possible if:

- You're planning to stay in the apartment over the summer or
- You'll be storing any of your belongings in the unit

### 2. SUMMER STORAGE:

If ALL tenants are returning to the same unit:

- You may leave your furniture and belongings as is—no need to move a thing.
- Water and electricity must stay **ON** during the summer for required town inspections.
- A sewage bill (linked to water usage) will be mailed to one tenant in the unit or texted to the group. Please make sure this is paid monthly to avoid late fees.
- No summer storage fee is charged for returning tenants (exclusions may apply).

### 3. TOWN INSPECTION REQUIREMENTS:

To stay in compliance with the town:

- Bedroom doors must remain unlocked over the whole duration of the summer.
- Inspectors check smoke detectors, window operation, room conditions, and door access.
- If a room is locked and we need to replace a doorknob or force entry for inspection a minimum \$100 fee will be charged. Please don't let this happen—it delays the process.



#### 4. CLEAN OUT, CLEAR OUT:

It is essential to leave the entire apartment clean, clutter-free, and organized before heading out for the summer.

Let's keep things fresh and prevent any unwanted guests. 🚫 bugs, rodents, etc. Here's what needs to happen before you leave:

#### 📋 CLEANING CHECKLIST

##### Kitchen

- Remove all food from the fridge, freezer, and pantry — no exceptions.
- Thoroughly clean the refrigerator (interior and exterior), but do not unplug it.
- Scrub stovetop, oven, microwave, sink, and all surfaces.

##### Bathrooms

- Clean toilets, sinks, showers/tubs, mirrors, and floors.
- Remove all personal items (shampoo, soaps, etc.) from showers and drawers.

##### Bedrooms

- Rooms should be deeply cleaned, organized, and wiped down.
- Vacuum and mop the floors, wipe down baseboards and windowsills.

##### Common Areas

- Wipe down counters, tables, and all shared surfaces.
- Vacuum and mop floors.
- Remove all trash — don't leave bags behind.

##### Trash & Large Items

- All trash must be bagged, tied, and placed in bins at the curb.
- If you're getting rid of furniture or oversized items, you must notify your garbage provider in advance to arrange proper pick-up.

**Pro tip:** Schedule trash pick-up for the week after you move out to make sure nothing gets left behind. If you're getting rid of furniture or large items, you must notify your garbage carrier in advance.

If we have to remove it:

- \$50 per bag of trash
- \$150 per furniture item



## If ALL students are moving out...

### Move-Out Checklist

Please follow these steps closely to ensure a smooth transition and deposit return.

#### 1. REMOVE EVERYTHING (EXCEPT PROVIDED FURNISHINGS):

- Take all of your personal belongings with you.
- Nothing should be left behind—even if it's well-meaning, nothing can be left or stored for future tenants.

#### 2. CHECK EVERY CORNER:

Be thorough! Check, empty and clean:

- All cabinets
- Every drawer
- Under and inside any furniture that came with the apartment
- Bathroom shelves and shower curtains
- Kitchen drawers, cabinets, and pantry spaces
- Refrigerator & freezer – fully empty and wipe clean, but do not unplug
- All living areas, bedrooms, and closets
- Exterior spaces – porches, decks, yards

Your apartment should feel like a blank slate—clean, empty, and ready for the next story to begin.

### 3. TAKE OUT THE TRASH:

Let's wrap things up right and keep your space—and the neighborhood—looking good.

What to Do:

- Pick up all trash inside and outside the property.
- Bag trash neatly, place in bins, and put them at the curb.
- Schedule one extra trash pickup for the week after you leave to ensure everything gets removed.

Getting Rid of Furniture or Large Items?

- Call your garbage carrier directly to arrange pickup. If you don't, they won't take it—and you'll be charged at a much higher rate.
- Using one of our dumpsters? You must call Swisher's Disposal to coordinate removal of larger furniture pieces. Their # is 📞 (570) 784-2802.
- Got good-condition items? AGAPE, The Salvation Army or Goodwill can pick them up, or you can drop them off.

If we have to remove any items left behind:

- \$150 per piece of furniture
- \$50 per bag of garbage

This is a monitored part of the move-out process and can quickly impact your deposit.

**Pro Tip:** Start the cleaning and organizing process a few weeks before move-out. Break it into smaller steps—it makes a big difference.

### 4. ABOUT YOUR SEWAGE BILL (IMPORTANT):

Final sewage bills always come in after move-out. Here's what to expect:

- Your final bill (for April–May) will be deducted from your security deposit in June.
- If there are any unpaid past charges, you may forfeit the full deposit for your house, per lease.
- If your charges exceed your deposit, you will be taken to civil court.
- Your final bill (March–April) should be paid in full when you receive that bill in May. Please, then, remove yourself from any autopay setups to avoid unwanted charges.

How to Handle This:

- In early May, the second-to-last bill will be available. (March–April).
- If you haven't received it, call the Bloomsburg Municipal Authority at 📞 (570) 317-2600.
- Pay by mail, in person at Journey Bank, or online.
- This bill should be paid in full, and remember to remove autopay setups (if applicable).

Need help or unsure about this? Call Nikki at 📞 (570) 854-2301.

**Other Utilities Note:** Your water and electric services will be transferred into my name on move out day. You will want to call to have your wifi, gas and trash services disconnected.

### 5. CLEAN = FEWER CHARGES:

The cleaner your space is, the less will be deducted from your deposit. We recommend following the "Cleaning CheckList" on Page 4.

We'll send your deposit report to the home address we have on file within 30 days of move-out.

If you have questions after receiving it, don't hesitate to contact Nikki. We'll talk it through.

### 6. LEAVE YOUR KEYS:

- Collect and check all front door keys, label them, and leave them on the kitchen counter.
- If you were given a bedroom key(s), leave it in the doorknob of that room. Make sure they work.

We track which keys came with your unit, and all must be accounted for.

🔑 Replacement Costs:

- Front door key: \$25
- Bedroom key/lock: \$75

### 7. FINAL NOTE: NO DIY REPAIRS:

Do **NOT** attempt any repairs, painting, drywall, or DIY carpet cleaning without written approval from Morucci Realty. Unauthorized work may cause additional damage and more deductions from your deposit.



# If SOME students are staying and SOME students are moving out.....

## 1. IF YOU ARE STAYING IN THE APARTMENT:

- You may leave your personal belongings and keep your room set up as-is for the summer, but it must be fully cleaned and neatly organized before you go.
- All bedroom doors must be left unlocked for inspection during the summer.
- You are responsible for helping clean and clear all shared spaces.

## 2. IF YOU ARE MOVING OUT:

- You must fully move out of your room, including all personal items, trash, and furniture (unless provided by the landlord).
- Your room must be cleaned thoroughly and follow the full “Move-Out Checklist” on Page 5.
- All bedroom doors must be left unlocked for inspections during the summer.
- You are still responsible for helping clean and clear all shared spaces.

## 3. FOR THE NEW ROOMMATES MOVING IN:

- The bedroom(s) they’re moving into must be 100% empty and clean prior to their arrival.
- If you're leaving, you are responsible for preparing that space properly.
- The cleared out rooms let us know which ones to prepare for new, incoming tenants.

## A. SHARED SPACES (KITCHEN, LIVING ROOM, BATHROOMS):

- Must be deep cleaned and organized.
- All food must be removed from the property. Empty / clean the refrigerator and cupboards to prevent unwanted pests.
- We need these shared spaces clear, open and organized for inspections, repairs, and painting.
- If common area décor is staying, it can remain in place — unless there is significant damage to the walls outside of decor that requires repair. In that case, all furniture must be moved to the center of the room so walls are fully accessible for maintenance.

## B. UTILITIES:

- Water and electric services must remain active and stay ON for the duration of the summer. This will be the responsibility of the tenants staying in the apartment. The sewage bill (linked to water usage) will be mailed to one tenant in the unit or texted to the group. Please make sure this is paid monthly to avoid late fees.

🔔 Important Reminder: Messes left behind or failure to clean will result in deductions from your security deposit. We recommend following the “Cleaning Checklist” on Page 4. Please don’t leave it for someone else—let’s finish strong so everyone starts fresh.



Your cooperation and attention to the instructions outlined in this booklet are essential parts of this transitional process.

We value you!

Kindly,



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