

Move-Out Instructions

Date: December 4, 2013

Alpha Theta Gamma Fraternity
53 Court Street
Canton NY 13617

Dear Brothers:

We are confirming that you are vacating your room at 53 Court St. Canton NY on Saturday December 14 by noon.

To assist you in preparing your room & common areas for the move out inspection and to avoid cleaning charges & labor charges, please refer to these instructions.

Common Areas:

Kitchen:

1. Clean out all refrigerators of food, wipe down/clean refrigerator, unplug & leave doors open
2. Clean floor.
3. Clean all dishes & all dishes in cabinets
4. Clean counter tops, sink basins & facets/fixtures.

Bathrooms & Shower:

1. Clean walls, wash sink, toilet base, tank & mirrors.
2. Clean & wipe dry all fixtures & wash floors

Hallways/stairs /Living room/ Dining room/room adjoining first floor Bath room, Third floor lounge

1. Vacuum all floors at the above rooms
2. Clean out all clutter, the only furniture on first floor should be couches & chairs in living room, a table for eating/meetings, pool table, ping pong table
3. Replace light bulbs as needed

Light Fixtures:

1. Leave all bulbs in working order. Replace any burned out bulbs.

Porches:

1. Remove all garbage & personal belongings from porches.
2. Clean out closets on the porches, sweep floors.

Basement:

1. Remove all garbage & personal belongings from basement.
2. Wipe down all tables & bar in basement

Personal Area

Bedrooms

1. Remove all nails & picture hangers.
2. Each person per bedroom is allowed one bed frame, a mattress, a desk, a dresser & one refrigerator no more than 3 feet high. Everything other than those above items have to be removed when moving out, you will be charged for leaving items – see attachment for fines.

The intent of the move-out inspection is to insure that the Fraternity house vacated is in as good of condition as when it was occupied.

If these conditions are met with the exception of cleaning the carpet and repainting the unit, there will be no charges to you for cleaning or repairing. However, if there is damage and/or the rooms are not cleaned properly, we will assess damages or cleaning charges. Damages will be charged on a cost basis for labor & materials. The common areas will be prorated for the number of members living in the house into the costs of cleaning or repairing the common areas.

The house father will perform the move out inspection of each person's room & if they do not schedule the meeting for this inspection then it will be performed as soon as it is possible. If the house father is not available then someone will be appointed this task by a Corporate Board member.

Fridge \$10
Couch/Futon \$50
Coffee Table \$10
TV Bracket \$10
Chair \$10

Full cans of beer – no charge ☺
MT cans of beer \$50 each LOL

These rules are for the future success of Alpha Theta Gamma and the money helps offset the cost of hiring someone to clean & remove the clutter. Thank you for your help & support in this endeavor.

Sincerely,

Alpha Theta Gamma Corporate Board

Mark Santelli - President
Brett Costello - Vice President
Malcolm Nulton - Treasurer
Ray Spears - Secretary
Chris Gilbert
Jim Spear
Don Sendlak
Alan Tulip
Rusty Gladding
Mike Snow
Steve Wozniak