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Lease Check Out List:

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What is the Office of Student Legal Services?
The Office of Student Legal Services (SLS) is a student activity fee-funded law office which provides legal assistance only to University Park students who are currently enrolled and have paid their student activity fee. We offer advice, counsel, representation and/or referral services in most legal matters affecting students. SLS is staffed by two attorneys, a paralegal, an administrative support assistant, and student legal assistants.

What does SLS handle?
SLS will provide advice, counsel, and representation to University Park students regarding personal legal concerns, as well as referral services for other legal issues. Some of the matters we handle are:

Available Services
- Landlord/Tenant issues
- Traffic citations & Non-traffic citations
- Expungements
- Miscellaneous other issues

For more information, please visit our website at:
http://studentaffairs.psu.edu/

This pamphlet does not constitute legal advice
nor does it establish an attorney-client relationship
with the office of Student Legal Services. Students wishing legal advice should consult with a licensed attorney.

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equal opportunity, and the diversity of its workforce.
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on request.

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Want your Security Deposit Back?  
Follow these Six Steps

1. Before you move in—Do some research on the landlord or rental management company by performing an internet search and check out resources like the Better Business Bureau’s online business listings. It’s best to know who you are dealing with before you sign the lease. READ YOUR LEASE! Some leases contain specific language about deductions and fees such as: “Tenant agrees that he/she will pay $50 per hour for cleaning services should the premises require additional cleaning after Tenant has surrendered the property” or “Tenant agrees that $250 will be deducted from his/her deposit for carpet cleaning”. You need to know what you are agreeing to BEFORE you agree to it!

2. When you move in—Upon move-in you should thoroughly inspect the condition of the apartment. You should also request the landlord do a walk-through with you. Detail all repairs that should be addressed as well as cosmetic flaws such as marks on the wall, spots on the carpet, etc. Take pictures or shoot video (using a time/date stamp) of all the rooms and every blemish, paying particular attention to any existing damage.

3. While you live there—The best way to avoid damage to the property is to try to live as cleanly as possible and avoid situations (like parties) where visitors might damage the property. If pets are permitted, clean up after them. If you notice any problems with the property due to normal wear and tear, notify the landlord as soon as possible. Also notify the landlord if appliances stop working or something breaks. Failure to do so may cost you some or all of your security deposit.

4. Getting ready to move out—Review your lease to understand what terms and conditions you agreed to. Some leases have specific move-out procedures that you must follow. Also, as in Step 1, you may have already agreed to certain fees to clean carpet or paint walls. By reviewing your lease prior to moving out, you can save yourself time and money by knowing what is expected of you what terms you have already agreed to.

5. When you leave—You should repeat Step 2 once you have cleaned and are ready to return your keys to your landlord. Remember to request a walk-through with your landlord once you have cleaned so that any remaining issues can be addressed. If your landlord declines this request, ask roommates, friends, or family to walk through with you and sign a move-out checklist. You should then provide a copy of the checklist to your landlord by mailing it to him/her via USPS certified mail. Provide copies of all cleaning receipts you may have. Also, don’t forget it is your obligation to provide your landlord with your forwarding address.

6. If you believe your landlord has been unfair— If your landlord keeps all or part of your security deposit, you should demand an itemized list of the money withheld and scrutinize it for redundancy. For example, you probably should not be charged for carpet cleaning if your landlord replaces your carpet. If you think the charges are unreasonable, you should write your landlord a letter or email disputing the charges. Be specific with your objections and save a copy of all written communication. In fact, you should try to keep as much of the communication in writing as possible. Remember to be respectful and keep a professional tone in all of your communication. If your landlord disagrees with your dispute and fails to refund all/some of your deposit, you should then seek the advice of an attorney to discuss your legal options. The office of Student Legal Services can provide advice/counsel/representation to current University Park students in landlord/tenant matters. Visit our website at: http://studentaffairs.psu.edu/legalservices/