

Deddens Development LTD

7741 LeMaster Rd, Athens, Ohio 45701 740-593-8877

MOVE OUT INFORMATION

Well, it's time! . . . Your lease is ending soon.

Please see your lease for specific times and dates. It's important that your residence is vacant by this time. We will visit for site inspection on this day.

Tenants should leave their place in good and clean condition.

To assist you in this process, we are providing some useful tips; we apologize if the check list seems long, but we don't wish to miss any important details.

- **REMOVE ALL PERSONAL PROPERTY** Properly dispose of garbage, food, refrigerator contents, toilet articles, etc. in trash receptacles outside. Additionally, a dumpster will be available for tenants' use at this time. It is located behind 88 Columbus Circle. Items such as couches, beds and mattresses or old furniture, can be placed in this dumpster. We do not charge for this however, if we have to remove furniture from your residence, the Fee is \$35.00/hr plus dumpster fees.
- **YARDS AND PORCHES** should be free of litter, trash, furniture, etc.
- **CALL COLUMBIA GAS & AEP TO REQUEST "FINAL METER READINGS"** Schedule the reading to occur as close to June 12th as possible. Please don't shut off any utilities. Have them returned to Deddens Development's name. Water bill? Deddens Development pro rate and deduct each tenant's share of their final water bill, from tenant's deposit before it's returned.
- **CONTACT TELEPHONE, INTERNET AND CABLE COMPANIES TO HAVE SERVICE TERMINATED. CANCEL NEWSPAPER SUBSCRIPTIONS IN YOUR NAME.**
- **NOTIFY Deddens Development WHEN THE LAST OCCUPANT HAS DEPARTED.**
- **CONTACT POST OFFICE TO FORWARD MAIL** Departing tenants won't have access to mailboxes after the lease ends. Address changes can be accomplished online at USPS.COM.
- **RETURN ONLY FRONT & BACK DOOR KEYS TO THE OFFICE** at 145 Franklin Avenue. Keys must be left in a marked envelope along with a Self-addressed envelope for your deposit return. Leave bedroom door keys in their respective locks.

MOVE OUT TO-DO LIST

LIVING ROOM

- Remove furniture & personal items
- Vacuum and/or mop

KITCHEN

- Clear cupboards & drawers
- Clean oven & broiler pans
- Clean stove top, drip pans; lift stove top, clean underneath the top
- Remove refrigerator contents, clean interior
- DO NOT TURN OFF REFRIGERATOR
- Sweep & mop floor
- Remove garbage to outside receptacles

BATHROOM(S)

- Clear vanities, medicine chests
- Remove shower curtain
- Clean tub, remove soap scum
- Clean commode
- Clean sink, mirror
- Sweep and mop floor

BEDROOMS

- Remove belongings
- Vacuum and/or mop

BALCONY/PORCH/ DECK/YARD

- Remove personal belongings
- Sweep up debris
- Pick up yard litter

GARBAGE

- Take all trash to receptacles

BASEMENT & ATTIC

- Remove belongings
- Wipe washer and dryer clean

UTILITY COMPANIES

- Columbia Gas 1-800-344-4077
- AEP 1-800-277-2177
- Give them the last day of your lease.
- Do not disconnect water service

GENERAL

- **Replace light bulbs** as needed
- **Steam clean carpets**

If inspection shows rugs are dirty beyond normal wear & tear, we contract with "Service Master" to shampoo carpets. If you prefer, you may hire a professional carpet cleaning service on your own. If you choose to do this, receipt must be provided to our office with your keys. Unfortunately, we cannot accept receipts for do-it-yourself rental machines, as they do not usually do an adequate job.

AND FINALLY, ONE LAST REMINDER

- **Leave bedroom key in lock**
New tenants will need them if they arrive after office hours
- **Shut and lock all windows & doors**
- **Return front and back door keys to office**
- **Leave self-addressed envelope at office**

SECURITY DEPOSITS will be processed and returned within 30 days of the end of your lease.