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VACATING GUIDELINES

The following information is being provided to you upon move-out, to insure you, the resident, that Premier Properties, LANDLORD, will return your security deposit to you. The following Guidelines must be met when vacating premises:

1. Your keys must be turned into me, Tom Riemenschneider, on the day you move out. You must supply us with a forwarding address where the deposit return check is to be sent.
2. All screens provided for the apartment must be in the windows or inside of the apartment upon move-out and window ledges should be wiped off. All storm windows must be present. The charge for a missing screen or storm window will be \$100.00.
3. All walls must be free of large holes. Small nail holes left from picture hanging will be tolerated. Holes larger than nail hole size will be charged for according to repair estimate.
4. Kitchen:
 - Clean the inside of your oven, the range top (under the burners) and the exterior surfaces.
 - Defrost the refrigerator and freezer. Clean the interior and exterior (including top) of the refrigerator. The unit should then be left plugged-in with the door closed.
 - Cabinets should be cleaned and scrubbed inside and out.
 - Kitchen floor should be thoroughly scrubbed.
5. Bathroom
 - Thoroughly clean sink, commode, tub and interior of cabinets.
 - Scrub the floor.
6. All rooms, including your basement, are to be swept and free of trash and debris.
7. Front and back porches are to be free of trash and debris.
8. All carpet should be thoroughly vacuumed.
9. Place all trash in dumpster/garbage receptacles.
10. All baseboards should be cleaned.

NOTE: All Tenants are given two (2) hours of free cleaning. All additional cleaning will be charged at a rate of \$30.00 per hour.

RETURN DEPOSIT: The amount of your security deposit is listed on your lease agreement. We shall hold the security deposit until that agreement is terminated, and you have vacated the apartment. We shall then return the security deposit by check to you within thirty (30) days after termination of the Lease. We will itemize any deductions for cleaning or repairing damages beyond normal wear and tear and any amounts due us for utilities or for not complying with the provisions above. The deposit will be returned in ONE CHECK made out to all persons WHO SIGNED THE LEASE.

Both parties approve these guidelines this _____ day of _____, 20_____.

Owner

Residents
