

# MOVE-OUT PACKET



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Business Hours: M-F 10am-6pm

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(to be submitted with your keys to Ohio Stater upon move-out)

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(this is the actual form we use when assessing the condition of your apartment)



## **ANSWERS TO YOUR QUESTIONS: SECURITY DEPOSIT RETURNS**

### ➤ ***WHEN DO I NEED TO BE OUT OF MY APARTMENT?***

If you did not renew your lease with Ohio Stater for another year, **you must vacate your apartment no later than 6PM on the day that your lease expires.** See body of email for your lease end date. NO HOLDOVERS WILL BE TOLERATED.

As much as we would like to accommodate everyone, we cannot allow residents to stay over in their apartment any extra days. With our extremely tight turnover schedule, it is not possible. **FAILURE TO VACATE YOUR APARTMENT ON TIME WILL RESULT IN A \$500.00 FINE PER DAY CHARGE.**

### ➤ ***IMPORTANT APPFOLIO REMINDER.*** If you have automatic payments set up in Appfolio, please remember to stop them after you have made your May 2020 payment.

### ➤ ***WHAT PROCEDURE MUST I FOLLOW TO MOVE OUT AND GET MY SECURITY DEPOSIT MAILED TO ME?***

Upon moving out of your apartment residents must have **turned in ALL key(s) to the apartment, by 6pm on your move out date.** This includes keys to the apartment, the mailbox key(s), building keys, bike gate keys, laundry room cards, kitchen cabinet keys, key fobs, and garage remote if you had one. These items turned in after that deadline will not be credited to your account. Failure to turn in all items will result in a charge to change your locks, replace key fob and/or garage remote. Also, unlabeled keys will not be accepted.

A KEY RETURN FORM, which is included in this packet, must be filled out as you turn in your keys. You can also get this form from our office at any time during our business hours or on the front door to our office after business hours during regular move-outs.

If you want to turn in your keys after office hours, there is a DROP SLOT on next to Management Office door where you can drop your Key Return Form and your Keys (clearly labeled) in an envelope into the DROP SLOT. We will provide key tags and envelopes outside the office door. All you need to write on the key tag is your apartment number. As a reminder, our office hours are 10am-6pm M – F and Saturdays from 11am-3pm.

One forwarding address must be left with Ohio Stater indicating where you would like the Security Deposit check for the apartment to be mailed back to.

### ➤ ***WHEN WILL I GET MY SECURITY DEPOSIT BACK?***

Your security deposit will be sent to you postmarked thirty days after the expiration of your lease agreement pursuant to the Ohio Lease Law. Due to our heavy workload during this time of year, returns are rarely mailed any earlier than 30 days and there are **NO EXCEPTIONS** to this rule.

We mail the Security Deposit Return (SDR) to the ONE forwarding address that you give us. If we are not given a forwarding address, the SDR is mailed back to the apartment address in which you lived with us, in hopes that you forwarded your mail through the U.S. postal service. We strongly suggest that you forward your mail through the U.S. postal service before you

move, or you will not receive your mail at your new address. You can visit [www.usps.com](http://www.usps.com) to find out more information on how to do this. **The Post Office that is responsible for this building is Station A, which is located on the corner of High St. and 4<sup>th</sup> Ave.**

➤ **HOW DO I GO ABOUT CASHING MY SECURITY DEPOSIT CHECK?**

Enclosed with the check will be a detailed itemization of any and all deductions against your Security Deposit. A copy of the exact sheet used to grade the condition of your apartment is included in this packet for you to refer to while moving out.

If you have a roommate, please contact us to obtain a Security Deposit One Name form if you haven't received one already.

➤ **WILL I GET TOWED IF I HAVE A MOVING VEHICLES PARKED IN THE LOT WHILE I AM MOVING OUT?**

**Please note that we will call off towing for the parking lots the day before and the day of the end of your lease date.** If you need to park a moving vehicle in your lot any time before those days, please stop in our office to see about obtaining a temporary parking pass for the day needed. Otherwise, if you park in the lot without a temporary parking pass, you will be towed at your own expense.

**WE ABSOLUTELY DO NOT ALLOW PODS, UHAUL PODS OR ANY BRAND STORAGE CONTAINERS OR ANY KIND OF PORTABLE STORAGE UNITS TO BE PARKED ON OUR PROPERTY OR IN OUR PARKING LOTS AT ANY TIME. Any PODS or Portable Storage parked on our lot will incur HEFTY DAILY FINES.**

➤ **DOES OHIO STATER HAVE ANY TIPS/ADVICE ON HOW TO GO ABOUT GETTING MY SECURITY DEPOSIT BACK IN FULL?**

**Some examples of deductions from Security Deposits can be: late fees for rent, unpaid rent, unpaid lockout fees, maintenance repairs due to negligence of residents and guests, unclean apartments and any damages done to the apartment.**

Enclosed with the check will be a detailed itemization of **all deductions, if any**, against your Security Deposit. Again, a copy of the exact sheet used to grade the condition of your apartment is included in this packet to use as a guide.

**CLEANING YOUR APARTMENT IS A BIG PART OF GETTING YOUR SECURITY DEPOSIT BACK.** Before cleaning your apartment, look at the security deposit sheet that we use to evaluate your apartments after you move out. The following tips are helpful. Please keep in mind that **in order for you not to be charged for an item of cleaning, we should not have to RECLEAN IT – it should be ready for the new residents.** If we have to reclean it, the bill that we receive to clean it will be deducted from your deposit.

**PLEASE KEEP IN MIND THAT IF YOU TOOK THE APARTMENT AS-IS DUE TO AN EARLY MOVE-IN, YOU ARE STILL RESPONSIBLE FOR CLEANING THE ENTIRE APARTMENT OR YOU WILL BE CHARGED FOR CLEANING.**

➤ **WHAT IF I HAVE A 10 MONTH LEASE, BUT I RENEWED THE SAME APARTMENT FOR NEXT YEAR?**

If your lease ends May 31st and you're are moving back in on August 15<sup>th</sup> for next year's lease term, **you must completely move out of your apartment at the end of this lease.** Ohio Stater has the right to rent out the apartment during the summer months. You are also required to clean your room if you don't want a fee assessed to your apartment. Any cleaning and/or damage fees will come out of your original security deposit.

If you'd like to extend your lease through summer, please let the office know ASAP.

### TIPS FOR CLEANING

**VACCUUM YOUR CARPET THOROUGHLY.** If you notice that your carpet is still abnormally dirty after vacuuming, please don't bother to steam clean it. You will be charged on a per room basis for carpet cleaning that is beyond normal wear and tear. However, vacuuming will eliminate an additional vacuuming charge.

**Remember: Damage to carpet caused by cigarettes, irons, bleach, chewing gum, acetone, peroxide, and red dye #2 (Kool Aid) cannot be rectified. Stains, burns or gum spots will result in charges for repair or replacement depending on the location and extent of the damage.**

**DON'T FORGET ABOUT YOUR BUILT-IN SHELVES.** A lot of people forget about the built-in shelves in your apartment. Don't forget to clean off dust, spills, or rings left from glasses or bottles or any other surface grime. Wiping clean and vacuuming inside of drawers will avoid a cleaning charge as well.

**PAY EXTRA SPECIAL ATTENTION TO KITCHENETTES AND BATHROOMS.**

Please pay special attention to these areas. These are the rooms that we find to be the  **dirtiest**  after move-outs. If we have to hire someone to go back in and clean/re-clean these areas, you in turn, would get charged. Refer to the security deposit sheet that we have supplied in this packet to see what we look for.

**In the Kitchenettes, don't forget about:**

- Wiping down and cleaning inside of refrigerator. **Make sure you do not use any sharp objects to scrape off any food in the fridge. It can cause irreparable damage. Don't forget under the drawers in the fridge as well.**
- Be sure to clean inside the microwave, and the microwave door.

**In the Bathrooms, don't forget about:**

- Cleaning the bathtub/shower panels on the walls. They may have soap scum and mildew on them that needs to be cleaned off with bleach or other bathroom products.
- Scrubbing the bathtub door tracks. A good way to clean them is to spray mildew remover into the tracks and scrub them out.
- Cleaning the splatters off the mirrors.
- Wiping out the vanity cabinet and any other cabinets or shelves in the bathroom.
- Mopping the floor, especially behind the toilet.
- Cleaning the toilet and don't forget the seat on top and underneath!

**WIPE OFF THE WINDOWSILLS.**

We sincerely hope this Move-Out packet helps you end your residency with Ohio Stater on a positive note. We are sending this as a courtesy in hopes that you will have an easy move-out process. If you have any questions about this packet, please feel free to call our office during our office hours.

Thank you for your cooperation,

Ohio Stater Management



**OHIO STATER**  
APARTMENTS  
**KEY RETURN FORM**

Apartment number: \_\_\_\_\_

Date Key(s) turned in to Ohio Stater: \_\_\_\_\_

Name of Resident(s) turning in the keys: \_\_\_\_\_

**Forwarding Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident(s) Phone Number: \_\_\_\_\_

**Turning in:**

# of door key(s): \_\_\_\_\_ Mailbox key(s): \_\_\_\_\_

Building key(s): \_\_\_\_\_ # of Laundry Card(s): \_\_\_\_\_ Key Fob # : \_\_\_\_\_

If Applicable, Exercise Room Key: \_\_\_\_\_ Bike Gate Key: \_\_\_\_\_ Garage Transmitter: \_\_\_\_\_

Kitchen Cabinet Key #: \_\_\_\_\_

**Resident(s) Signature**

X \_\_\_\_\_

**Representative**

X \_\_\_\_\_

(To be signed while documenting keys)

**Ohio Stater**

**Security Deposit Inspection Form 2020**

Apartment #: \_\_\_\_\_

Resident(s): \_\_\_\_\_

Return Address: \_\_\_\_\_

Date inspected: \_\_\_\_\_

**IF APPLICABLE:**

Circled items imply charges. Prices listed are for damaged items that need full replacement, or painting charges. Depreciation charges can be assessed, if applicable. Cleaning bill will be assessed per apartment and listed on back of sheet.

**ENTRY WAY:**

**Flooring:** Tile Damaged / Unclean -----\$100/tile  
**Front Door:** Jamb \$285 Lock \$110  
**Transition Strip:** \$30  
**Smoke Detector:** \$60

**KITCHENETTE AREA:**

**Fridge/ freezer:** Damaged/unclean -----\$500  
**Fridge gasket:** Damaged/unclean -----\$60  
**Floor surrounding fridge:** damaged/unclean -- \$100/tile  
**Fridge/Freezer door bar/clips:** -----\$36 per  
**Switch plate covers:** \$10  
**Microwave:** Damaged / unclean \$ \_\_\_\_\_  
**Countertop:** Damaged / unclean \$ \_\_\_\_\_  
**Sink:** Damaged / unclean  
**Cabinet Doors:** Damaged / unclean \$ \_\_\_\_\_  
Explanation: \_\_\_\_\_

**MISC:**

**BATHROOM:**

**Totally unclean Bathroom** -----\$100

**Toilet:** Damaged / unclean -----\$20  
**Sink/faucet:** Damaged /unclean -----\$100

**BATHROOM CONTINUED:**

**Vanity/mirror:** Damaged / unclean-----\$100  
**Bathtub/panels:** Damaged / unclean -----\$150  
**Towel bar:** Damaged / unclean -----\$20  
**Floor:** Broken tiles / unclean-----\$100/tile  
**Door:** Damaged/unclean -----\$105  
**Paint:** North \_\_\_ South \_\_\_ East \_\_\_ West \_\_\_  
@ \$20 per wall = \$ \_\_\_\_\_  
**Drywall damage:** N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_  
**Total for drywall:** \$ \_\_\_\_\_  
**MISC.:**

**LIVING AREA:**

**Entry/ Closet Door:** Damaged / unclean -----\$185  
**Carpet:** Vacuum/ Dirty / Stained -----\$60  
**Cigarette Burns:** # \_\_\_ Location \_\_\_\_\_  
**Iron Burns:** # \_\_\_ Location \_\_\_\_\_  
**Bleach Stain:** # \_\_\_ Location \_\_\_\_\_  
**Replace Carpet:** \_\_\_ yds. @ \$40 per yd = \$ \_\_\_\_\_  
**Window screen:** Damaged/ Missing -----\$45  
**Windowsills:** Damaged / unclean -----\$150  
**Blinds Dirty:** Damaged / unclean -----\$35  
**Switch plate covers:** -----\$10  
**Paint:** North \_\_\_ South \_\_\_ East \_\_\_ West \_\_\_  
@ \$20 per wall = \$ \_\_\_\_\_  
**Drywall damage:** N \_\_\_ S \_\_\_ E \_\_\_ W \_\_\_  
**Total for drywall:** \$ \_\_\_\_\_  
**Desk & shelving unit:** Damaged / unclean

**Bed:**

**Mattress:** Damaged / stained -----\$200  
**Box Spring:** Damaged / stained -----\$150

**Bed encasements:**

**Mattress:** Damaged /missing /stained -----\$55  
**Box Spring:** Damaged /missing /stained -----\$55  
**Mattress Pad:** Damaged /missing /stained -----\$15

**MISC.:**

**FURNITURE:**

Amounts listed are for full replacement, if needed.  
Depreciation charges may be applied due to damage, if applicable.

**Love seat:** Damaged / unclean -----\$650

**Cushioned Chairs w/ottoman:**

Damaged / unclean -----\$430

**Coffee table w/shelf:** Damaged / unclean -----\$275

**Coffee table:** Damaged / unclean -----\$200

**End table:** Damaged / unclean -----\$100

**Dresser:** Damaged / unclean -----\$375

**Nightstand:** Damaged / unclean -----\$175

**Desk chair:** Damaged / unclean -----\$200

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHARGES PER ITEM:**

Inside apartment debris removal \$ \_\_\_\_\_

Extermination # \_\_\_\_\_ @ \$200 per treatment

= \_\_\_\_\_

Pet Penalty \$ \_\_\_\_\_

**UNPAID RENT:**

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

**NSF CHECKS FEE:**

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

**LATE FEE:**

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

Month: \_\_\_\_\_ Amount: \_\_\_\_\_

**UNPAID LOCKOUT FEE:**

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**KEY CHARGES (missing or damaged):**

\_\_\_\_\_ Common Door key: ----- \$75

\_\_\_\_\_ Bedroom key ----- \$25

\_\_\_\_\_ Mailbox Key: ----- \$25

\_\_\_\_\_ Exercise room Key: ----- \$10

\_\_\_\_\_ Bike Rack Key: ----- \$10

\_\_\_\_\_ Kitchen Cabinet Key: ----- \$10

\_\_\_\_\_ Laundry Card: ----- \$5

\_\_\_\_\_ Key FOB ----- \$75

**If applicable:**

**Garage Transmitter:** # \_\_\_\_\_

**Date turned in:** \_\_\_\_\_

**MISC. NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Apt Damage charges \$ \_\_\_\_\_

+ Key Charges \$ \_\_\_\_\_

+ Unpaid Rent \$ \_\_\_\_\_

+ Fees \$ \_\_\_\_\_

= Total Charges \$ \_\_\_\_\_

**Security Deposit** \$ \_\_\_\_\_

**Parking Garage Deposit** \$ \_\_\_\_\_

**TOTAL DEPOSIT** \$ \_\_\_\_\_

- Total Charges: \$ \_\_\_\_\_

= Refund: \$ \_\_\_\_\_

= Amount owed to Ohio Stater:

\$ \_\_\_\_\_