

# MOVE-OUT PACKET



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Business Hours: M-F 9am-5pm

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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 allowed.**

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 2026 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 apartment key(s) to the Leasing Office 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 Access card 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. Ohio Stater will supply key tags and envelopes inside and outside of office for our residents. **Do not leave keys in your apartment.**

A KEY RETURN FORM, which is included in this packet, must be filled out and turned in with your keys. You can also get this form from our office at any time during our business hours or on the table by our office after business hours, in the last 2 weeks of May.

If you want to turn in your keys after office hours, there is a DROP SLOT next to the 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 9am-5pm M – F and select Saturdays from 10am-2pm.

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 within 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.

- **Very Important:** If you are leaving the country after moving out of your apartment, please contact the office to make plans to receive your security deposit. The information for the credit or debit card that you used when you put down your Holding Fee must be left with the office, so that we can refund your Security Deposit. Ohio Stater/Inn Town Homes security deposit checks are not able to be cashed outside of the United States.

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

Your check will be mailed to the forwarding address that you leave. If you will not be in the United States within 30 days after moving out, please refer to previous question and answer for instructions.

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 in 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?**

We will call off towing for parking spots marked, GUEST, SUITES A, E & F, JOYS, and MAINTENANCE/CONTRACTOR in the first floor garage and the front parking lot on the day before and the last day of your lease. **There is a 2-hour time limit for moving vehicles for these spots.**

**Spots that you CANNOT park any moving vehicles in on these days (and are at risk of being towed) are spots marked OSI Office and OSI Maintenance, and any OSI RESIDENT SPOTS because our current residents have paid to park in these spots.**

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 are at risk of being 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 during lease term, lost keys/FOB, sublet/lease takeover fees, damage to furniture.

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.

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

Thank you for your cooperation,

Ohio Stater Management

**\*\*If your lease does not end on May 31<sup>st</sup>, 2026 according to your original lease, or any addendums that you have signed, then you have received this move-out packet in error. This packet in no way overrides your original lease(s) or extension addendum(s). Please contact us if you have any questions.**



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

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

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 apartment door keys: \_\_\_\_\_

# of Mailbox keys: \_\_\_\_\_

# Building keys: \_\_\_\_\_

# of Laundry Cards: \_\_\_\_\_

# of Key Fobs: \_\_\_\_\_

If Applicable:

Exercise Room Key: \_\_\_\_\_

Bike Gate Key: \_\_\_\_\_

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

Garage Gate Access Card#: \_\_\_\_\_

Resident(s) Signature

X \_\_\_\_\_

Representative

X \_\_\_\_\_

(To be signed while documenting key)

# Ohio Stater

## Security Deposit Inspection Form 2026

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

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

### IF APPLICABLE:

Circled items imply charges. **Prices listed are for damaged items that need full replacement, or depreciation charges can be assessed, if applicable.** Cleaning prices are not listed unless stated as "total" charge. Cleaning bill will be assessed per apartment and listed on back of sheet.

### ENTRY WAY:

**Flooring:** Tile Damaged / Unclean -----\$100/tile

**Front Door:** Damaged Jamb --\$285

Damaged / replaced Lock-- \$150

Damaged / dented door --\$100+

**Transition Strip:** missing / damaged -----\$30

**Smoke Detector:** missing / damaged -----\$60

### KITCHENETTE AREA:

**Fridge/ freezer:** Damaged / unclean -----\$500

**Fridge gasket:** Damaged / unclean -----\$60

**Floor around fridge:** damaged(\$100/tile)/ unclean

**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

### BATHROOM CONTINUED:

**Toilet:** Damaged / unclean -----\$20

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

**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:** Debris / Stained / Damage (\$60/tile)

**Candle Wax:** # \_\_\_ Location \_\_\_\_\_

**Burns:** # \_\_\_ Location \_\_\_\_\_

**Bleach Stain:** # \_\_\_ Location \_\_\_\_\_

**Replace Carpet:** \_\_\_ tiles@ \$60 per tile = \$ \_\_\_\_\_

**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.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Turn over →

**FURNITURE:**

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

- Couch:** Damaged / unclean ----- \$850
- Love seat:** Damaged / unclean -----\$650
- Cushioned Chairs:**  
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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL CHARGES:**

Inside apartment debris removal \$ \_\_\_\_\_  
Extermination: # \_\_\_\_\_ @\$200 per treatment  
= \_\_\_\_\_  
Unauthorized Pet Penalty \$ \_\_\_\_\_

**UNPAID RENT:**

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

**UNPAID NSF FEE:**

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

**UNPAID LATE FEE:**

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

**UNPAID LOCKOUT FEE:**

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

**LEASE TAKEOVER FEE:** -----\$100

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

- \_\_\_\_\_ Common Door key: ----- \$75
- \_\_\_\_\_ Apartment key ----- \$25

- \_\_\_\_\_ Mailbox Key: -----\$25
- \_\_\_\_\_ Exercise room Key: -----\$15
- \_\_\_\_\_ Bike Rack Key: -----\$15
- \_\_\_\_\_ Kitchen Cabinet Key:----- \$15
- \_\_\_\_\_ Laundry Card: -----\$5
- \_\_\_\_\_ Key FOB ----- \$75

**If applicable:**

**Garage Access Card:** # \_\_\_\_\_  
**Date turned in:** \_\_\_\_\_  
**Access card holder:** Damaged / missing ----\$35

**MISC. NOTES:**

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

**APARTMENT TOTALS:**

Apartment charges	\$	_____
Key Charges	\$	_____
Unpaid Rent	\$	_____
Fees	\$	_____
<b>= Total SD Charges</b>	\$	_____

**CREDITS:**

Overpayment of rent:	\$	_____
Lease takeover (LT) rent reimbursement:	\$	_____
LT Parking reimbursement:	\$	_____
<b>= Total Rent Credits</b>	\$	_____

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

- Total charges:	\$	_____
+ Total credits:	\$	_____

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

**= Amount owed to Ohio Stater:**  
\$ \_\_\_\_\_