



Property Name

Property Full Address

Date

Tenant Names (Financially Responsible)

Tenant Full Address

Lease Expiration Date: Tenant Lease Expiration Date

### **MOVE OUT INFORMATION**

The Residences at Rocky Ridge/Property Management Services Columbus Ohio, staff wishes you good luck in your future home. However, if there is anything that we can do to keep you as one of our valued residents, please contact the rental office at any time.

### **PLEASE READ THROUGH THE FOLLOWING MATERIALS TO ENSURE A SMOOTH AND ORDERLY MOVE-OUT**

In this packet, you will find a copy of the "Final Move-out" Addendum, which will help you with any questions. Your unit is expected to be returned to its original condition upon move-out. **You MUST provide your forwarding address to receive your security deposit.**

On your move-out date (or any time before), please include the following in the enclosed envelope. :

- Apartment keys - **Please return two (2) copies of your keys in an envelope clearly labeled with your apartment address to the drop box located at the left of the front door of the leasing office no later than the move-out date listed above.** Failure to do so will result in a fee equal to the daily pro-rated amount of rent for each day past your move-out date that your keys are not turned in.
- Mailbox Keys - please return all keys.
- Please email our office at **614rentmeleasingoffice@gmail.com** your forwarding address.
- Upon your move-out, we will submit move-out forms for your water and electric accounts.

We wish you the best of luck in your new home. Please call us at +1 (614) 855-7675 if you have any questions.

Sincerely,

Property Name

Property Management Services Columbus Ohio



## MOVE OUT CHECKLIST AND CHARGES

This checklist and the attached charge list will be used to make sure the home is clean and in the proper condition as we conduct an inspection and authorize the release of your security deposit.

We expect the premises to be in the identical condition as you move in. The Property Manager will have the final responsibility for determining "normal wear and tear" and what is the result of damage, abuse, or neglect.

All repairs or maintenance items that are necessary to return the premises to the identical condition as when you moved in are the **responsibility of the Tenant**. The cost of these repairs and maintenance items will be deducted from the Security Deposit or charged to you afterward (see the Move Out Charge list below). We will seek collection for any remaining balance due. **Email your forwarding address to [614rentleasingoffice@gmail.com](mailto:614rentleasingoffice@gmail.com) to return your Security Deposit once all is cleared.**

When you signed the lease, you agreed to provide on the day the property is vacated:

- All rent, utilities, and other account fees **MUST be paid in full** or a satisfactory written settlement agreement made with us for any balance due. Unpaid balances are deducted from the Security Deposit first.
- The entire property must be clean and all **trash removed**.
- Tile, vinyl, and hardwood floors must be cleaned and waxed.
- The entire apartment, as well as carpets, **MUST be professionally deep cleaned**.

Upon lease expiration, the resident(s) will be provided a list of pre-approved cleaning companies which can be used to have the apartment cleaned. By using one of our pre-approved cleaning companies, management will not withhold any of the resident(s) security deposit with regard to cleaning the unit. Management does reserve the right to deduct cleaning fees for those items in the absence of a receipt for cleaning at the time of move-out.

This includes having the authorized cleaning company deep clean the kitchen appliances, kitchen cabinets, kitchen floors, kitchen countertops, bathroom(s) tub(s) and/or shower stall, bathroom toilet(s), bathroom mirror(s), bathroom floor, bathroom vanity, bathroom sink, window blinds, and window ledges.

- All mini blinds should be firmly fastened, in good repair, and properly hung and cleaned. ALL broken window coverings will be replaced at your expense.
- Refrigerator, stove, oven, and microwave **MUST** be clean, defrosted, and plugged in, running at normal settings.

APARTMENTS FOR RENT  
COLOMBUS OHIO LLC

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[www.614rentme.com](http://www.614rentme.com)



## MOVE OUT CHECKLIST AND CHARGES

- All personal property, including furniture, motor vehicles, and all other items not on the property when you moved in, must be removed from the home and surrounding property. Anything left behind shall be regarded as abandoned and may be destroyed, hauled away, or otherwise disposed of at **YOUR** expense.
- Get a final reading on your utilities as of the last day of the lease. Please be advised that Pioneer Energy Management cannot accept payments after your move-out date. Should you have an outstanding utility balance upon move-out, it will be added to your apartment account and must be paid directly to Property Management Services or deducted from your security deposit. You will not be reimbursed for any amount you have paid past your move-out date. **DO NOT DISCONNECT UTILITIES, YOU WILL BE CHARGED FOR THE RECONNECT FEE!**
- Contact your Internet, Phone, and Cable Company provider 45 days before your move-out date to remove or to return the equipment to their local service center. Failure to do so will be fined.
- Make your final trash pick-up arrangements. **YOU WILL BE CHARGED FOR THE COST OF THE REMOVAL OF ALL TRASH LEFT AFTER YOUR MOVE-OUT DATE!**
- Clean ALL windows, window tracks, and any door windows.
- ALL doors and windows must be properly locked or fastened.
- Apartment keys - **Please return two (2) copies of your keys in an envelope clearly labeled with your apartment address to the drop box located at the left of the front door of the leasing office no later than the move-out date listed above.** Failure to do so will result in a fee equal to the daily pro-rated amount of rent for each day past your move-out date that your keys are not turned in.

The attached Move-Out charge list is used to identify additional charges for repairs and cleaning items.

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## MOVE OUT CHARGES

This is a list of the most common charges encountered when tenants move out and leave the premises in need of repair. Please note that these charges are estimates, actual charges may vary. Normal wear & tear, and the remaining life of the item in need of repair, have been considered. Remember, your apartment **MUST BE** professionally deep cleaned by a company we pre-approve when you move out and you must provide us with a receipt or you will be charged for this service

### CLEANING

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Clean refrigerator	\$75	Average whole cleaning - Garden Apartment	\$400
Clean stovetop & under burner trays	\$75	Average whole cleaning - Townhome	\$800
Clean oven & drawer	\$75	Odor removal	Varies
Clean stove hood	\$20	Wash windows - including tracks/inside	\$40
Clean kitchen cabinets	\$150	Pest or rodent extermination	Varies
Clean kitchen floor (under stove/fridge)	\$75	Trash Violation	Varies
Clean tub/shower and surrounding area	\$75		
Clean countertops	\$30		
Clean toilet and sink	\$25		
Clean bathroom cabinets and floor	\$50		
Clean greasy parking space	\$30		
Furnace & Airduct cleaning	Varies		
Carpet steam clean - Garden Apartment	\$250		
Carpet steam clean - Townhome	\$400		
Clean fireplace	\$75		
Replace burner drip pans	\$75		
Clean dishwasher	\$75		
Clean microwave	\$40		

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## MOVE OUT CHARGES

### FLOORING

Remove carpet stain (per stain)	\$100
Deodorize carpet	\$175
Repair carpet (per spot)	\$150
Repair LVT flooring (per spot)	\$125
Refinish hardwood flooring (per room)	\$300
Repair linoleum (per spot)	\$125
Replace kitchen linoleum	\$500
Replace bathroom linoleum	\$300
Repair floor tile (per spot)	\$125
Replace bathroom floor tile	\$250
Replace kitchen floor tile	\$350

### WALLS

Remove mildew and treat surface	\$50
Cover crayon marks (per spot)	\$50
Repair hole in wall	\$100
Remove wall paper	\$400
Repaint (per wall/ceiling)	\$95
Repair nail holes (each hole)	\$20
Replace baseboard	\$125

### DOORS

Repair hole in hollow core door	\$175
Repair forced door damage	\$175
Replace door (inside)	\$250
Replace door (exterior)	\$650
Replace sliding glass door (single)	\$350
Replace sliding glass door (double)	\$700
Rescreen sliding door screen	\$125
Replace sliding screen door	\$225
Replace garage door remote	\$75
Replace interior door knob	\$50

### PLUMBING

Replace kitchen faucet	\$125
Replace bathroom faucet	\$125
Replace faucet handle	\$50
Replace faucet aerator	\$25
Replace shower head	\$50
Replace toilet tank lid	\$50
Replace toilet	\$250
Replace toilet seat	\$50
Replace garbage disposal	\$195

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## MOVE OUT CHARGES

### WINDOW AND WINDOW COVERINGS

### ELECTRICAL

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Replace single window pane	\$150	Replace light bulb	\$10
Replace double window pane	\$300	Replace light fixture globe	\$40
Rescreen window screen	\$50	Replace light fixture	\$125
Replace window screen	\$75	Replace electrical outlet/switch	\$50
Replace window blinds	\$75	Replace electrical cover plate	\$15
Replace sliding door blinds	\$125		

### LOCKS

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Replace door key	\$50
Replace cylindrical door lock	\$75
Replace deadbolt lock	\$125

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## MOVE OUT CHARGES

### MISCELLANEOUS

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Replace refrigerator shelf	\$75	Repair/Replace smoke detector	\$95
Replace stove/oven knob	\$30	Repair/ Replace carbon monoxide detector	\$95
Repair ceramic tile	\$75	Repair kitchen cabinet	\$175
Repair ceramic tile countertop	\$525	Repair kitchen drawer	\$175
Repair laminate countertop	\$375	Removal of rented washed and/or dryer	\$100
Replace laminate countertop	\$525	Replace door stop	\$10
Replace mirror	\$200	Kitchen refrigerator crisper tray	\$50
Replace medicine cabinet	\$150	Kitchen refrigerator crisper drawer	\$50
Replace towel bar	\$50	Access Key fob	\$150
Replace shower/tub enclosure	\$1,250	Garage door remote opener	\$95
Replace thermostat	\$75	Replace parking permit	\$50
Repair porcelain	\$75	Replace mailbox key	\$50
Remove junk and debris (per large bag)	\$50		
Drywall repair - 6" x 6"	\$100		
Drywall repair - 12" x 12"	\$200		
Replace door trim woodwork	\$200		

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