



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 return pool pass
- Please email our office at **614rentleasingoffice@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,

The Ravines at Rocky Ridge

Property Management Services Columbus Ohio



BULK TRASH AND COMPACTOR INSTRUCTIONS

Bulk Area:

A lockbox is on the bulk area fence to allow only our residents to use the bulk area. The code is 6789 to open the lockbox. This will open the box, allowing you to dispose of permitted bulk items. Once you are finished disposing of the bulk trash, place the lockbox on the gate and spin the numbers to lock it again. The sign below is on the bulk trash fence. If you have any bulk trash that is not permitted, please call a private hauler by googling "Rubbish" to arrange the disposal of your items. No items are to be left outside of the bulk area fence.



Trash Compactor Instructions:

To use the trash compactor properly, open the door, place your trash inside, shut the door, and hit the green button to process your trash. All cardboard boxes must be broken down prior to putting them into the compactor. If the compactor is running when you walk up to the compactor, you will be able to hear it working, do not put your trash inside the compactor. You must wait until it finishes processing the trash that is already inside the compactor. Once it finishes it will turn off, and you can place your trash inside, shut the door to the compactor, and hit the green button to process your trash.

If there are any questions about bulk trash disposal or the trash compactor, we are happy to answer them with a simple email to 614rentmeleasingoffice@gmail.com or by calling the office at 1 (614) 855-7675.

We appreciate your help in making Rocky Ridge a clean and well-maintained place to call home!

Thank you,
Management
The Ravines at Rocky Ridge



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 right 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 necessary to return the premises to the identical condition as when you moved in are the tenant's responsibility. 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. You **MUST** provide your forwarding address. Email your forwarding address to 614rentmeleasingoffice@gmail.com, and fill out the requested bank information to return your Security Deposit via eCheck.

When you signed the lease, you agreed to provide the following 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.
- Once you submit your sixty (60) day move out notice to vacate, please email our leasing office at 614RentMeLeasingOffice@gmail.com, or call us at **(614) 855-7675**, to hire our pre-approved cleaning company for your unit clean (non flooring focus) as well as our carpet cleaning provider for your apartments flooring cleaning needs. Management will not charge the resident for any move out cleaning requirements if our pre-approved cleaning companies, both unit and carpet cleaning companies, are used.

Management does reserve the right to charge cleaning fees if you choose not to use our pre-approved cleaning companies.

- 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.



MOVE OUT CHECKLIST AND CHARGES

- Replace the current drip pans with the correct sizes to avoid extra charges. Please take note of the following GE part order numbers for the required drip pans:
 - GE Part Order #: 3150246 - Two 6-inch drip pans
 - GE Part Order #: 3150247 - Two 8-inch drip pans

On your move-out day, please ensure you install the new and correctly sized drip pans on the stove. Alternatively, you can leave them on the countertop.

- 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.
- 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.
- As a reminder, we will not conduct a walkthrough of your apartment prior to moving out. However, we will require entry before your scheduled move-out date to predetermine vendor schedules. Residents could be responsible for damages not listed on the move-in condition form. You will hear from the management within 30 days of your move-out regarding any charges due or a security deposit refund. Also, please be sure to submit a change of address form to the post office so your mail is forwarded appropriately.
- **If you move out during the cold months, please leave the thermostat set at 62 degrees.**

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



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

Clean refrigerator	\$75	Average whole cleaning - Garden Apartment	\$400
Clean stovetop & under burner trays	\$75		
Clean oven & drawer	\$75	Average whole cleaning - Townhome	\$800
Clean stove hood	\$20	Odor removal	Varies
Clean kitchen cabinets	\$150	Wash windows - including tracks/inside	\$40
Clean kitchen floor (under stove/fridge)	\$75	Pest or rodent extermination	Varies
Clean tub/shower and surrounding area	\$75	Trash Violation	Varies
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		



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



MOVE OUT CHARGES

WINDOW AND WINDOW COVERINGS ELECTRICAL

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

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



MOVE OUT CHARGES

MISCELLANEOUS

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		