



Date

Tenant Full Address

Tenant Names (Financially Responsible)

Dear Tenant First Names (Financially Responsible),

We are sending you the checklist in preparation for your move-out this Tenant Move Out Date.

PLEASE READ THROUGH THE ATTACHED MOVE-OUT CHECKLIST TO ENSURE A SMOOTH AND ORDERLY MOVE-OUT.

Upon lease expiration, 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.

On the day of your move-out, please lock your apartment and **MUST** return ALL apartment keys and mailbox keys. Please place all keys in the enclosed envelope, clearly labeled with your apartment address, and deposit it into the drop box located in the first breezeway labeled A B C D at Powell Crossing, 147 W Olentangy St., Powell, OH 43065. This must be done 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, and you will be charged the cost to replace the keys as well as the lock.

Regarding the return of your security deposit, please email us your forwarding address at **614rentmeleaseingoffice@gmail.com**.

Thank you!

Sincerely,
Management
Property Name



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.

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- 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



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.
- On the day of your move-out, please lock your apartment and **MUST** return ALL apartment keys and mailbox keys. **Please place all keys in the enclosed envelope, clearly labeled with your apartment address, and deposit it into the drop box located in the first breezeway labeled A B C D at Powell Crossing, 147 W Olentangy St., Powell, OH 43065.** This must be done no later than your move-out date. 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, and you will be charged the cost to replace the keys as well as the lock.
- 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.

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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

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

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

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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		

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TRASH COMPACTOR RULES

1. Compactors are for community trash only. No trash is to be brought in from outside of the property.
2. All trash must be securely bagged prior to disposal.
3. Open the door and place securely bagged trash into the middle of the compactor. Do not leave it on the ground. Do not leave it on the edge of the opening.
4. Once you have thrown trash into the compactor, close the door and push the green button (start) to compact the trash forward.
5. Flatten boxes before placing them into the compactor.
6. No auto batteries, oils, or petroleum
7. No toxic or combustible materials
8. No furniture, mattresses, or appliances

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