

OSUPremiere Properties

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VACATING GUIDELINES

The following information is being provided to you upon move-out, to insure you, the resident, that OSU Premiere Properties, LANDLORD, will return your security deposit to you. The following Guidelines must be met when vacating premises:

1. Your keys must be turned into the owner, or other arrangements made, on the day you move out. You must supply us with a forwarding address where the deposit return check is to be sent.
2. All walls must be free of large holes. Small nail holes left from picture hanging will be repaired at no charge. Holes larger than nail hole size will be charged for according to repair estimate.
3. All screens provided must be in their original position in the insulated windows or storm windows. Screens are expensive to replace and you will be charged accordingly, typically \$100.00 each.
4. All woodwork including doors, door frames, window trim and baseboards should be cleaned.
5. Kitchen:
 - Clean the inside of your oven, the range top (under the burners) and the exterior surfaces.
 - Defrost the refrigerator and freezer. Clean the interior and exterior (including top) of the refrigerator. The unit should then be left plugged-in with the door closed.
 - Cabinets should be cleaned and scrubbed inside and out.
 - Kitchen floor should be thoroughly scrubbed.
6. Bathroom
 - Thoroughly clean sink, commode, tub and interior of cabinets.
 - Scrub the floor.
7. All rooms, including your basement, are to be swept and free of trash and debris.
8. Front and back porches are to be free of trash and debris.
9. All carpet should be thoroughly vacuumed.
10. Place all trash in dumpster/garbage receptacles.

RETURN DEPOSIT: The amount of your security deposit is listed on your lease agreement. We shall hold the security deposit until that agreement is terminated, and you have vacated the apartment. We shall then return the security deposit by check to you within thirty (30) days after termination of the Lease. We will itemize any deductions for cleaning or repairing damages beyond normal wear and tear and any amounts due us for utilities or for not complying with the provisions above. The deposit will be returned in ONE CHECK made out to all persons WHO SIGNED THE LEASE (unless other arrangements are made).

Both parties approve these guidelines this _____ day of _____, 20_____.

Owner

Residents
