



Phone: (614) 440-6214 • Fax: (614) 854-9186 • Email: Tom@OSURentalProperties.com  
P.O. Box 141178 • Columbus, Ohio 43214 • Mail Slot: 410 Wyandotte – Rear Garage

## Vacating Guidelines

*Please read carefully and complete all required items.*

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

1. **Keys** - 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. **Walls** - 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. **Windows** -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. **Woodwork** - All woodwork including doors, doorframes, 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** – The sink, commode, tub and interior of cabinets should be thoroughly scrubbed and wiped clean.
7. **Floors** - All rooms, including the basement, are to be swept and free of debris. Carpeting should be thoroughly vacuumed.
8. **Porches & Decks** - Front and back porches or decks are to be free of trash and debris.
9. **Trash** - Place all trash in dumpster/garbage receptacles.

## Security Deposit Return

The amount of your security deposit is listed on your lease agreement. LESSOR shall hold the security deposit until that agreement is terminated, and LESSEE has vacated the apartment.

LESSOR shall then return the security deposit by check to you within thirty (30) days after termination of the Lease. LESSOR 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 security deposit will be returned in **ONE CHECK** made out to all persons **WHO SIGNED THE LEASE** (unless other arrangements are made). All parties approve these guidelines this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**LESSOR** \_\_\_\_\_

**LESSEE** \_\_\_\_\_

**BY** \_\_\_\_\_

**LESSEE** \_\_\_\_\_

(Agent and Person in Charge)

**LESSEE** \_\_\_\_\_

**LESSEE** \_\_\_\_\_

**OWNER** Tom Riemenschneider  
P.O. Box 141178  
Columbus, Ohio 43214

**LESSEE** \_\_\_\_\_