



2104 Tuller St., Columbus, OH 43201 | (614)294-1684 | [info@inntownhomes.com](mailto:info@inntownhomes.com)

## Move Out FAQs 2020

Please read this document thoroughly to answer your questions about move out. At the end, you will find a list recapping the tasks that you will need to complete for a successful move-out.

### **When is my move-out date?**

Please see the last page of this packet for your building's move-out date. You must be completely moved out, with all keys submitted, on or before your move-out date at 6 pm. It is not possible to stay in your apartment any additional days and failure to vacate your apartment on time will result in a \$500 per day fine.

### **What do I do about rent payment and utilities?**

Your final rent payment will be due July 1, 2020. If you have a scheduled auto-payment for rent, please turn it off. You must keep your utilities on until the last day of your lease (with the exception of cable/internet service.) Please call your providers to let them know they should end your service on the last day of your lease. DO NOT FORGET to turn in any cable/internet equipment or the company will charge you exorbitant fees. Inn Town Homes cannot take responsibility for left-behind equipment.

We understand that many of you are leaving the area early due to COVID-19. We are closely watching the situation develop, and if there are any policy changes, we will immediately reach out to all of our residents with that updated information.

### **How do I return my keys?**

All apartment keys must be returned together. Upon moving out, you must turn in ALL resident's key(s) to the apartment at the same time, on or before your move-out date at 6 pm. This includes door keys, mailbox keys, and if applicable, complex front door keys and laundry room keys. If you have roommates leaving earlier, they should leave their key with you so that the final roommate out can submit all keys together.

As we deal with COVID-19 this year, we are changing our key collection policy. All keys must now be submitted in a Ziploc bag that Inn Town Homes will provide. This is vital for ensuring the safety of our staff and residents through the move-out time. Additionally, please be sure to remove keys from anything attached to them (i.e. hair ties, lanyards, key chains, tags we gave you, etc), as a measure of sanitation.

On the front of your Ziploc bag will be a Key Return Form sticker that you must fill out before submitting your keys. This form will ask your name and address, as well as how many keys you are returning. Please do not forget to put your apartment letter on this form.

Beginning in early May, you will be able to find these Ziploc bags hanging on our office door. You should seal all apartment keys in the bag and fill out the Key Return Form sticker. Once that is completed, please place your bag in the Dropbox to the left of our door. \*Failure to submit keys following all guidelines above may result in keys not being recorded.

Please note: parking passes do not have to be returned, as they expire on your lease end date. \*This does not apply to those with garage openers at Woodruff and Frambes, which should be returned to Ohio Stater directly.

### **Can I park extra vehicles in my lot to move out?**

We call off towing for the parking lots the day before and the day of your move-out date. If you need to park a moving vehicle in your lot any time before those days, please contact us to see about obtaining a temporary parking pass for the day desired. If you park in the lot without a temporary parking pass, you will be towed at your own expense.

Please note: WE DO NOT ALLOW PODS, UHAUL PODS, OR ANY BRAND STORAGE CONTAINERS THAT ARE PLACED IN OUR PARKING LOT AND PICKED UP LATER. ANY PODS OR PORTABLE STORAGE PARKED IN OUR LOT WILL INCUR DAILY FINES.

## **Who does our security deposit check get mailed to?**

The Security Deposit Check is mailed to an address you provide to us. **Note that because you are on a joint lease, we issue only one check per apartment and do not write individual checks.** In order to receive back your security deposit, we require you to discuss this with your roommates and then pick one resident to have the security deposit check made out and mailed to. This person will be responsible for cashing the check and dividing it appropriately between roommates. **All roommates are responsible for completing a Security Deposit in One Name form to appoint and sign off on this choice.** The Security Deposit in One Name Form is due by **7/17/2020**.

The Security Deposit in One Name form will be emailed to you through DocuSign and should have a subject like "Please DocuSign: Security Deposit in One Name form." **Keep an eye out for this email, as it is the only way to access and sign your Security Deposit in One Name form.** We recommend discussing who will receive the check with your roommates BEFORE you begin filling out the DocuSign. The first roommate to open the DocuSign will not be able to finish signing without filling in all required fields, so they will need to know ahead of time what roommate to fill in and what that roommate's forwarding address is. You might also want to assign the chosen roommate to complete the DocuSign with their information first, and everyone else can just sign in approval.

If any of the non-signature fields on the form are changed after a roommate has already signed, all roommates who have already signed will have to go back in and put your initials next to the change. If everyone communicates beforehand, it should also help eliminate this confusion.

Note: You do NOT have to create a DocuSign account after you finish signing, although the website will prompt you to do so. You will automatically be emailed a completed copy of your form once all roommates sign.

If you are in a 1-bedroom apartment with us, you will still receive this DocuSign form to provide us with your forwarding address. Please just fill it out with your own information.

## **When do we receive our security deposit back?**

Your security deposit will be sent to the address you provide us on your Security Deposit in One Name form, postmarked thirty days after the expiration of your lease agreement pursuant to the Ohio Lease Law. Due to our heavy workload during this time of year, returns cannot be mailed any earlier than thirty days. No exceptions.

## **How do I get my security deposit back in full?**

**Keep in mind that many of you rented with a Deposit coupon for \$100 off per person, and your full deposit may be less than a full month's rent.** The source of most Security Deposit deductions are late fees for rent, unpaid rent, maintenance repairs due to negligence of residents, unclean apartments, and any damages done to the apartment whatsoever. The check will come with a detailed itemization of all deductions, if any, against your Security Deposit.

Cleaning your apartment is a big part of getting your Security Deposit back. Please keep in mind that for you to not be charged for an item of cleaning, we should not have to *re-clean* it, it should be ready for new residents. Please keep in mind that if you took the apartment as-is due to an early move in, you are still responsible for cleaning the entire apartment or you will face cleaning charges.

These cleaning tips, while non-exhaustive, should provide helpful guidance while you clean:

- Vacuum your carpet thoroughly
- Wipe off entertainment shelves and clean out your fireplace if you have one
- Pay attention to kitchen appliances: Wipe out your refrigerator, stove top, microwave, drip pans, etc.
- Clean your bathroom thoroughly: toilet, bathtub, bathtub door tracks, mirrors, mop the floor, etc.
- Clean the splatters off kitchen backsplash
- Clean underneath the refrigerator and stove
- Clean inside all drawers and cupboards
- Wipe down and clean the pantry shelves
- Wipe the dust off your cold air return grills, typically located in your living room
- Clean your washer and dryer if you have one: wipe both down with a Clorox wipe. If you see detergent or lint anywhere inside the machine, it isn't clean.
- Wipe off your window sills
- Wipe fingerprints, footprints, scuffs, etc. off your front door
- Bedroom Door Locks: If you put a lock on your bedroom door, remember you must put our original doorknobs back on. Failure to do so will incur fees.
- Look around before you move out to ensure you don't leave anything behind, especially in kitchen drawers and the dishwasher.

## **Will anything else be changing for COVID-19?**

Our current changes include our modified key return procedure, as well as the switch to digital Security Deposit in One Name forms, both of which are detailed above. We are still working to ensure that every aspect of move-out remains safe for our staff and residents. Security Deposit assessment inspections may likely change as a safety measure, and we will reach out closer to your lease end date with that information as it develops. Please continue to read all move-out communications that we send going forward.

## **What are all the things I need to do for move-out? (A Recap)**

- Discuss with your roommates who will receive the security deposit
- Fill out your Security Deposit in One Name form when you receive the email from DocuSign
- Set your utilities to turn off on your lease end date
- When you're ready to move out, empty and clean the apartment
- Collect ALL apartment keys together
- Submit all apartment keys
  - in a Ziploc bag (provided by Inn Town Homes)
  - with a filled out Key Return Form sticker (on the bag provided by Inn Town Homes)

After you have completed the list, you are officially moved out of your apartment! Your security deposit will be mailed back to the roommate you decided on and you will need to communicate with that roommate about distributions and what deductions, if any, you incurred.

\*\*\*

On the next page, you will find:

1. Move Out Dates by building

We hope that this move-out information helps you to end your residence with Inn Town Homes on a positive note! Please reach out to us if you have any questions after reading through this information.



## MOVE OUT DATES



**ALL keys for each unit must be turned in together by 6 PM on the designated move-out date. Separate keys will not be accepted.**

<u>HIGH ST.</u>		<u>WOODRUFF AVE.</u>		<u>9TH AVE.</u>	
2262 N High St.	August 2 <sup>nd</sup>	30 E. Woodruff	August 2 <sup>nd</sup>	230 W. 9 <sup>th</sup>	August 5 <sup>th</sup>
<u>NORWICH AVE.</u>		36 E. Woodruff	August 2 <sup>nd</sup>	232 W. 9 <sup>th</sup>	August 5 <sup>th</sup>
227 W. Norwich	August 5 <sup>th</sup>	1988 Iuka	August 5 <sup>th</sup>	151 W. 8 <sup>th</sup>	<u>8TH AVE.</u>
233 W. Norwich	August 5 <sup>th</sup>	34 E. 18 <sup>th</sup>	August 5 <sup>th</sup>	1464 Highland	August 2 <sup>nd</sup>
49 E. Norwich	August 5 <sup>th</sup>	47 E. 18 <sup>th</sup>	August 5 <sup>th</sup>	1470 Highland	August 2 <sup>nd</sup>
88 E. Norwich	August 5 <sup>th</sup>	49 E. 18 <sup>th</sup>	August 5 <sup>th</sup>	<u>HIGHLAND ST.</u>	
89 E. Norwich	August 5 <sup>th</sup>	<u>IUKA AVE.</u>		1699 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
90 E. Norwich	August 5 <sup>th</sup>	17 <sup>TH</sup> AVE.		1701 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
92 E. Norwich	August 5 <sup>th</sup>	42 E. 17 <sup>th</sup>	August 5 <sup>th</sup>	1743 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
99 E. Norwich	August 5 <sup>th</sup>	48 E. 17 <sup>th</sup>	August 5 <sup>th</sup>	1745 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
101 E. Norwich	August 5 <sup>th</sup>	58 E. 17 <sup>th</sup>	August 5 <sup>th</sup>	1842 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
105 E. Norwich	August 5 <sup>th</sup>	<u>17TH AVE.</u>		1844 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
107 E. Norwich	August 5 <sup>th</sup>	95 E. 14 <sup>th</sup>	August 2 <sup>nd</sup>	2138 N 4 <sup>th</sup>	August 2 <sup>nd</sup>
119 E. Norwich	August 5 <sup>th</sup>	190 E. 14 <sup>th</sup>	August 2 <sup>nd</sup>	<u>ALDEN AVE.</u>	
121 E. Norwich	August 5 <sup>th</sup>	<u>14TH AVE.</u>		485 Alden	August 2 <sup>nd</sup>
123 E. Norwich	August 5 <sup>th</sup>	13 <sup>TH</sup> AVE.		487 Alden	August 2 <sup>nd</sup>
164 E. Norwich	August 5 <sup>th</sup>	48 E. 13 <sup>th</sup>	August 2 <sup>nd</sup>	491 Alden	August 2 <sup>nd</sup>
170 E. Norwich	August 5 <sup>th</sup>	50 E. 13 <sup>th</sup>	August 2 <sup>nd</sup>	<u>NORTHWOOD AVE.</u>	
178 E. Norwich	August 5 <sup>th</sup>	62 E. 13 <sup>th</sup>	August 5 <sup>th</sup>	433 E. Northwood	August 2 <sup>nd</sup>
176 E. Norwich	August 5 <sup>th</sup>	156 E. 13 <sup>th</sup>	August 5 <sup>th</sup>	437 E. Northwood	August 2 <sup>nd</sup>
<u>LANE AVE.</u>		185 E. 13 <sup>th</sup>	August 5 <sup>th</sup>	441 E. Northwood	August 2 <sup>nd</sup>
132 W. Lane	August 5 <sup>th</sup>	191 E. 13 <sup>th</sup>	August 5 <sup>th</sup>	445 E. Northwood	August 2 <sup>nd</sup>
140 W. Lane	August 5 <sup>th</sup>	197 E. 13 <sup>th</sup>	August 5 <sup>th</sup>	449 E. Northwood	August 2 <sup>nd</sup>
240 W. Lane	August 2 <sup>nd</sup>	<u>12TH AVE.</u>		453 E. Northwood	August 2 <sup>nd</sup>
254 W. Lane	August 5 <sup>th</sup>	61 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	457 E. Northwood	August 2 <sup>nd</sup>
256 W. Lane	August 5 <sup>th</sup>	64 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	461 E. Northwood	August 2 <sup>nd</sup>
35 E. Lane	August 5 <sup>th</sup>	70 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	446 E. Northwood	August 2 <sup>nd</sup>
37 E. Lane	August 5 <sup>th</sup>	101 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	450 E. Northwood	August 2 <sup>nd</sup>
39 E. Lane		109 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	454 E. Northwood	August 2 <sup>nd</sup>
95 E. Lane	August 5 <sup>th</sup>	132 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	458 E. Northwood	August 2 <sup>nd</sup>
97 E. Lane	August 5 <sup>th</sup>	140 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	462 E. Northwood	August 2 <sup>nd</sup>
<u>TULLER ST.</u>		181 E. 12 <sup>th</sup>	August 5 <sup>th</sup>	<u>FRAMBES AVE.</u>	
2088 Tuller		383 E. 12 <sup>th</sup>	August 2 <sup>nd</sup>	19 W. 10 <sup>th</sup>	August 5 <sup>th</sup>
2090 Tuller		389 E. 12 <sup>th</sup>	August 2 <sup>nd</sup>	75 W. 10 <sup>th</sup>	August 5 <sup>th</sup>
2104 Tuller	August 2 <sup>nd</sup>	<u>10TH AVE.</u>		77 W. 10 <sup>th</sup>	August 5 <sup>th</sup>
<u>FRAMBES AVE.</u>		137 W. 10 <sup>th</sup>	August 5 <sup>th</sup>	137 W. 10 <sup>th</sup>	August 5 <sup>th</sup>
31 E. Frambes	August 2 <sup>nd</sup>	169 W. 10 <sup>th</sup>	August 5 <sup>th</sup>	169 W. 10 <sup>th</sup>	August 5 <sup>th</sup>
33 E. Frambes	August 2 <sup>nd</sup>	175 W. 10 <sup>th</sup>	August 5 <sup>th</sup>		
47 E. Frambes	August 2 <sup>nd</sup>				