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## MOVE-OUT TO-DO LIST (FOR ENTIRE APARTMENTS MOVING OUT)

*Please read thoroughly and complete ALL steps to ensure a successful move-out & deposit return.*

- 1. END UTILITY SERVICE** - Call your utility providers (American Electric Power at 800-672-2231 or City of Columbus Electric at 614-645-8276, and Columbia Gas at 800-344-4077) and ask them to end service on your move-out date. Your building's move-out date can be found on the last page of this document. *You must leave these utilities on through the last day of your lease, even if you and your roommates are moving out earlier.*
- 2. STOP INTERNET SERVICE** - Call your internet provider (Spectrum at 614-481-5050) to shut off your internet/cable service or transfer it to your new address, if applicable. Make arrangements with them to return the equipment, or the company will charge you exorbitant fees. *Inn Town Homes does not take responsibility for left-behind equipment.*
- 3. ARRANGE FOR YOUR SECURITY DEPOSIT RETURN, DUE 7/15/2024** - Because you are on a joint lease agreement, we only issue one check per apartment for the return of your security deposit, and we cannot write individual checks. Per the lease, we require you to discuss this with your roommates and then choose **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 signing a Security Deposit in One Name (SDON) form to appoint and agree to this choice (instructions below).**

### SDON COMPLETION INSTRUCTIONS:

- The Security Deposit in One Name (SDON) form will be emailed to you from DocuSign, to the email address you use to log-in to your online portal. The email will 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. You will NOT be able to find this form in your online portal.**
- Discuss 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 which roommate to fill in and that roommate's forwarding address. Assign the chosen roommate to complete the DocuSign with their information first, and everyone else can add their signature in agreement.
- **All roommates will have to electronically sign the Security Deposit in One Name form.**
- If you make a change to the name or address on the form after a roommate has signed, all roommates who have already signed must go back in and initial next to the change. Communicating beforehand 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 the DocuSign.
- 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.

- 4. PLAN FOR RENT PAYMENTS** - Your final rent payment will be due July 1, 2024. *If you have a scheduled auto-payment for rent, you MUST log into your portal to turn it off after your July 1 payment to avoid accidentally overpaying us! Check with cosigners to ensure they do the same.*
- 5. KNOW ABOUT MOVING VEHICLES** - We call off towing for your parking lot on the day before and on 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 obtain a temporary parking pass for the desired day. **If you park in the lot without a temporary parking pass, you will be towed at your own expense.** Street parking is through the city of Columbus and does not take our move-out dates into any consideration, so please follow the signage when parking on the street. 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.
- 6. REMOVE PERSONAL ITEMS & CLEAN** – All personal items must be removed from the apartment no later than 5pm on your building’s move-out date. (your building’s move-out date is found on the last page of this document.) 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. In addition, if you took the apartment “as-is” due to an early move in, you are still responsible for cleaning the entire apartment. Unclean apartments are subject to a cleaning fee. These cleaning tips, while non-exhaustive, should provide helpful guidance while you clean:
- Vacuum your carpet thoroughly. Sweep and mop all flooring.
  - Wipe off entertainment shelves and clean out your fireplace if you have one.
  - Pay attention to kitchen appliances: Wipe out your refrigerator, stove top, inside the oven, microwave, drip pans, etc.
  - Clean the splatters off kitchen backsplash.
  - Clean underneath the refrigerator and stove (you can lift your stovetop to wipe out underneath.)
  - Clean outside and inside of 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. Dryer vents are typically found full of lint. If you see detergent or lint anywhere inside the machine, it isn’t clean.
  - Clean your bathroom thoroughly: toilet, bathtub, bathtub door tracks, mirrors, mop the floor, inside/outside of drawers and cabinets, medicine cabinet, etc.
  - Wipe off your windowsills.
  - 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 to ensure you don't leave anything behind, especially in kitchen drawers and the dishwasher, the washer/dryer.
- Furniture and bulk items must be disposed of properly. OSU & the city will put up bulk item dumpsters in late July around campus for this purpose. DO NOT place your furniture around or in regular dumpsters, or you will be fined. Make arrangements to donate or sell your items ahead of time, or plan on discarding them in the proper **bulk dumpsters beginning in July.** <https://offcampus.osu.edu/posts/documents/bulk-collection-1-002.pdf>
- If you brought your own blinds/window coverings and they're damaged or broken, you must remove and discard them to avoid a removal fee.

**7. RETURN ALL KEYS TO OUR OFFICE TOGETHER** - All apartment keys must be returned **together** by 5 pm on your move-out date. Please note: You must turn in ALL residents' apartment key(s) at the same time. 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.

- **All keys must be submitted in a Ziploc bag that Inn Town Homes will provide.** Beginning in early May, you will be able to find these Ziploc bags hanging on our office front door. This ensures that all keys are recorded & provides safety. Additionally, please be sure to remove keys from anything attached to keys (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 completely** 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.
- Once the Key Return Form sticker is filled out, seal your key bag and place it in the Dropbox to the left of our front office door.
- **Failure to submit keys following all guidelines above will result in lost key charges, per your lease agreement.**

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 access cards at Woodruff and Frambes, which must be returned to Ohio Stater directly & should follow their emailed instructions to avoid a \$200 replacement fee.\*

**8. UPDATE YOUR MAILING ADDRESS** - Go to [www.usps.com](http://www.usps.com) to forward your mail to your new address. Contact your bank, credit cards, and workplace to update your address. Ensure your delivery address is updated on Amazon, GrubHub, and any retail and delivery services you use. You will no longer legally be able to access your mailbox once you vacate the apartment.

**9. LEASE EXTENTIONS** - Due to our extremely tight turnover schedule we cannot allow any lease extensions.

**10. EXPECT YOUR SECURITY DEPOSIT RETURN CHECK** – Deposit return checks will be mailed 30 days after you move out. 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 Ohio Lease Law. Due to our heavy workload during this time of year, returns cannot be mailed any earlier than thirty days - no exceptions! Give your return some time to arrive through the postal service and communicate with the roommate who you elected to receive the check.

# Move Out Dates by Address

Blue = July 31 | Red = August 3 -- Keys must be turned in by 5pm on your move-out date.

High St		Woodruff Ave		W. 10th Ave	
2262 N. High St	July 31	30 E. Woodruff	July 31	19 W. 10th	August 3
Norwich Ave		36 E. Woodruff	July 31	75 W. 10th	August 3
49 E. Norwich	August 3	Iuka Ave		77 W. 10th	August 3
88 E. Norwich	August 3	1988 Iuka	August 3	137 W. 10th	August 3
89 E. Norwich	August 3	18th Ave		169 W. 10th	August 3
90 E. Norwich	August 3	34 E. 18th	August 3	175 W. 10th	August 3
92 E. Norwich	August 3	47 E. 18th	August 3	W. 9th Ave	
99 E. Norwich	August 3	49 E. 18th	August 3	230 W. 9th	August 3
101 E. Norwich	August 3	17th Ave		232 W. 9th	August 3
105 E. Norwich	August 3	42 E. 17th	August 3	W. 8th Ave	
107 E. Norwich	August 3	48 E. 17th	August 3	151 W. 8th Ave	July 31
119 E. Norwich	August 3	58 E. 17th	August 3	Highland St	
121 E. Norwich	August 3	14th Ave		1464 Highland St	July 31
123 E. Norwich	August 3	95 E. 14th	July 31	1470 Highland St	July 31
164 E. Norwich	August 3	190 E. 14th	July 31	N. 4th St	
170 E. Norwich	August 3	13th Ave		1699 N. 4th	July 31
176 E. Norwich	August 3	50 E. 13th	July 31	1701 N. 4th	July 31
178 E. Norwich	August 3	62 E. 13th	August 3	1743 N. 4th	July 31
Lane Ave		156 E. 13th	August 3	1745 N. 4th	July 31
132 W. Lane	August 3	185 E. 13th	August 3	1842 N. 4th	July 31
140 W. Lane	August 3	191 E. 13th	August 3	1844 N. 4th	July 31
35 E. Lane	August 3	197 E. 13th	August 3	2138 N. 4th	July 31
37 E. Lane	August 3	12th Ave		Alden Ave	
39 E. Lane	August 3	61 E. 12th	August 3	485 E. Alden	July 31
95 E. Lane	August 3	64 E. 12th	August 3	487 E. Alden	July 31
97 E. Lane	August 3	70 E. 12th	August 3	491 E. Alden	July 31
Tuller St		101 E. 12th	August 3	Northwood Ave	
2088 Tuller St	August 3	109 E. 12th	August 3	All Addresses in Iuka Park Commons	July 31
2090 Tuller St	August 3	132 E. 12th	August 3		
2104 Tuller St	July 31	140 E. 12th	August 3		
Frambes Ave		181 E. 12th	August 3		
31 Frambes	July 31	383 E. 12th	July 31		
33 Frambes	July 31	389 E. 12th	July 31		
47 Frambes	July 31				

