<u>Resident Move Out Requirements</u>

Per the terms of your Lease Agreement, the following must be performed prior to the end of your Lease Agreement:

- Remove all personal property, including any trash generated
- Vacuum and mop all floors
- Wash cabinets inside and out
- Clean all appliances, inside and out
- Clean all areas of home, including baseboards, window sills, door frames, and light fixtures
- Remove all debris from the exterior of the premises
- Make arrangements to satisfy water and other utility bills within 10 days of vacating home and **forward a receipt from the water department, if applicable, showing a $0 balance.** $50 will be deducted from your security deposit if you fail to verify this information and a receipt is not received.
- Secure all windows and doors before vacating
- A walk through inspection must be scheduled with the Property Manager before turning in keys
- Return home keys and garage door openers, if applicable, to our office

Be sure to notify us of your new address so we may forward your security deposit to you.

All keys and other required items must be submitted to our office at 250 N. 7th Street, Martins Ferry, OH 43935 within 24 hours of vacating the premises, or they will be charged to your security deposit.

Our goal is to refund your entire security deposit to you (minus the standard carpet cleaning deduction), but keep in mind that any items listed above that are not performed within the time frame or manner set forth might be deducted from your security deposit. Your security deposit refund will be processed within 30 days from the end of your Lease Agreement.

Thank you,

Ohio River Properties, LLC

OHIORIVER
PROPERTIES, LLC

Please provide the following information below:

Resident Name: _____

Resident Address:_____

Name deposit check is to be made out to:_____

Forwarding street address:_____

City:_____ State:_____ Zip:_____

Telephone number:_____

Please tape your keys below and bring to our office located at:
250 N. 7th Street, Martins Ferry, OH 43935

House keys:

Please label all garage door openers and return, as well.