

TO: All Departing Tenants

FROM: Athens Brick Properties/Gagliano Rentals, 225 Highland Ave., Athens, OH 45701
740 707 9098

DATE: 4/5/19

Friday May 3rd, 2019 AT 5 P.M. IS THE DEADLINE FOR YOUR APARTMENT/HOUSE AND YARD TO BE VACATED AND LEFT IN MOVE-IN CONDITION FOR THE NEXT TENANTS.

PLEASE DON'T ASK FOR AN EXTENSION –THE PROPERTY IS ALREADY LEASED, AND THE RENTAL MANAGER HAS NO LEEWAY OVER YOUR MOVE OUT DATE.

How to Check Out & Insure Prompt & Full deposit Return

You must return your keys in an envelope marked with your return address, and where you lived, or a key replacement fee will apply!

Be sure your rent and any late fees are fully paid. **Place your keys (and parking hangtag, if any) in a stamped self-addressed envelope and place it in the brown payment box beside my glass doorway at 225 Highland Ave. (NOT the U.S. Mailbox near the road).** Your house will be photographed and/or filmed after 5:00 p.m. May 3rd. You and your belongings must be out of the house and yard at that time. If you have kept up with routine cleaning as required by the lease, a final cleanup should be easy. I will use the list below to check your house/apartment and yard.

The condition and cleanliness of the house, yard and appliances will be evaluated for your deposit return. You will want to repair any damage so that I do not have to hire workers and bill the cost of cleaning or repairs to you. If a second trip is required to photograph your house because you have not yet moved out or cleaned, you will be charged for the extra trip. Labor fees for cleaning repairs are expensive, up to \$60 per hour or more (four person crews are often used). Athens City authorities will haul away large items at your expense, but you must call the water office and make arrangements in advance. Couches will not be taken by the city without prior arrangements. ReUse Industries will accept some reusable items. You will be charged by the city for trash/garbage at the roadside in excess of your weekly allowance.

Cleaning Suggestions

KITCHEN: *Refrigerator:* clean freezer and fridge insides with baking soda and outsides, including top, with non-scratching cleanser. Don't forget to clean the rubber gaskets around doors, top and sides. *Stove:* Clean outside with oven cleanser, lift top (if possible please don't force it) and clean inside with an oven cleaner (or use the self-cleaner if your oven has it, in advance and then wipe it out). Do not forget the broiler, pans and racks. *Other:* clean sinks, wipe out and clean cabinets (inside and out), mop non-carpeted floors with self-shining cleaning product; wood floors should be mopped and cleaned. Do not let mop water stand on floor. Clean windows, and light fixtures, clean window sills and woodwork, replace light bulbs.

BATHROOM(S): Scour sinks and tub/showers, with a non-abrasive cleaner like soft scrub for fiberglass tubs/showers. Spray also with a product designed to remove mildew. (Note: if you have let mildew grow you will have to scrub and repeat cleaning several times.) Clean toilet(s) inside and out, clean fittings, shelves, cabinets, heating grills, etc. Mop non-carpeted floors with self-shining cleaning product and shampoo carpeted floors as needed,

ALL OTHER ROOMS: Clean cabinets inside and out, closets, drawers, light fixtures, windows, window-sills, baseboards and trim. Clean around light switches, vacuum and mop wooden floors with a product designed for wood. Vacuum and shampoo all carpeted floors, if necessary. Remove everything from the walls and neatly repair small holes with spackling paste and then sand the repair. Repaint damaged walls and or ceilings with paint that matches. Clean windows with window cleaner. Replace missing or dead light bulbs. Replace window blinds that are broken with similar quality blinds.

YARD & BASEMENTS AND/OR ATTIC: Please make sure that the lawn is clear of refuse. Do not leave your discarded items in basements, attics or (if applicable) garages. Such items will have to be removed at your expense.

PARTIAL CHECKLIST:

Unpaid utility bills: _____

\$25 per key replacement fee (if not returned in envelope marked with your name and your return address)

\$250 fumigation and carpet steaming fee (if pet presence remains evident): _____

\$100 per broken window: _____

\$50 per broken window screen: _____

\$60 replacement per lock if all keys are not returned: _____

\$25 per bag of rubbish or garbage left in the house or yard: _____

\$100 per couch/chair or mattress left behind: _____

\$15-\$80 each depending on size to change window blinds _____

Hauling and dumping fees as charged by the haulers and/or landfill: _____

Other repairs, damage or cleaning fees: _____

IF YOU DO YOUR PART YOUR FULL DEPOSIT WILL BE RETURNED TO YOU AS SOON AS FINAL UTILITY BILLS ARE PAID AND PROCESSED, USUALLY WITHIN 30 DAYS OF YOUR MOVE-OUT.

I hope you have had a successful experience in Athens. Have a happy summer and good luck in your future endeavors.

Sincerely,

Marc Gagliano (manager)