

TO: All Departing Tenants

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

DATE: 4/11/2021

Monday. MAY 3rd, 2021 AT 12 NOON IS THE DEADLINE FOR YOUR APARTMENT/HOUSE AND YARD TO BE COMPLETELY VACATED AND LEFT IN MOVE-IN CONDITION FOR THE NEXT TENANTS. PLEASE DON'T ASK FOR AN EXTENSION – THE RENTAL MANAGER HAS NO LEEWAY OVER YOUR MOVE OUT DATE.

DUE TO THE COVID PANDEMIC, FOR THE PROTECTION OF OUR MAINTENANCE WORKERS IT IS EXTREMELY IMPORTANT THAT YOU CLEAN YOUR HOUSE CAREFULLY WHEN YOU MOVE OUT, INCLUDING MOPPING AND WIPING ALL SURFACES PARTICULARLY IN KITCHENS AND BATHROOMS, COUNTERTOPS, WINDOWSILLS, BASEBOARDS ETC. REMOVE ALL FURNITURE INCLUDING MATTRESSES AND COUCHES – PLEASE CALL THE CITY WATER OFFICE TO ARRANGE PICKUP OF LARGE ITEMS. IF ADDITIONAL CLEANING IS REQUIRED TO MAKE YOUR HOUSE OR APARTMENT, WALKWAYS OR YARD SAFE AND READY FOR INCOMING TENANTS YOU WILL BE CHARGED CLEANING AND/OR LABOR FEES WHICH WILL BE DEDUCTED FROM YOUR DEPOSIT

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 (your address) envelope and place it in the brown payment box to the right of the glass doorway near the garage doors at 225 Highland Ave. (NOT the U.S. Mailbox near the road).** Your house/apartment will be photographed and/or filmed after you move out and 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.

If a second trip is required to photograph your house because you have not yet moved out and finished cleaning at the end of your lease, you will be charged labor for the extra trip. Labor fees for cleaning and repairs are expensive, up to \$60 per hour, or more (four person crews are often used). You must arrange for pickup of large items like couches and chairs - Athens City authorities will haul away large items at your expense, but you must call the water office and make arrangements in advance for pickup. Couches and mattresses may not be taken by the city trash hauler without prior arrangements. ReUse Industries will accept some reusable items. You will be charged by the city for trash/garbage at the roadside more than your weekly allowance – be sure to attach yellow garbage tags available at the City Utilities (water) office to your extra trash.

Cleaning Suggestions

KITCHEN: Remove ALL food items. **Refrigerator:** clean freezer and fridge insides with baking soda and outsides, including top, with non-scratching cleanser. Don't forget to clean 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 appropriate cleaning product; wood floors should be lightly mopped and dried - do not let mop water stand on the floor. Clean windows, and light fixtures, clean window sills and woodwork, replace light bulbs.

BATHROOM(S): Clean sinks and tub/showers (including the sides and bottoms of 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 (a magic eraser foam pad works great), vacuum and mop wooden floors with a product designed for wood. Vacuum and shampoo all carpeted floors, if necessary. Remove everything from the walls. Please do not repaint – if required repainting will be done by our crew. 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 basement, porches, walkways, and lawn are 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: _____

ANY UNPAID UTILITY BILLS AND CLEANING AND REPAIR FEES WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT. YOUR SECURITY DEPOSIT, MINUS THESE FEES, 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. Marc Gagliano (manager)