

Hometown Student Rentals
115 S. Locust
Suite C
Oxford, OH 45056
Office: 513.523.3633
Office Hours: Mon-Fri 9am-5pm

MOVE OUT GUIDE

Dear Tenants,

Enclosed you will find information concerning your move out and the completion of your lease.

All semester leases terminate on Monday after graduation. You must be completely moved out of your house/apartment by this time. THERE WILL BE NO EXCEPTIONS!

During office hours please return your keys and an unsealed self-addressed stamped envelope to ensure we have the correct address to return your security deposit.

Thank you for choosing Hometown Student Rentals! If you have any questions regarding the information in this packet, please call Wayne, Vicki, or Renee at 513.523.3633.

Thank you,

Management

GENERAL INFORMATION

UTILITIES: You are responsible for disconnecting **ALL** the utilities that you pay. We cannot have them turned off for you. You must contact each utility company to inform them that you are vacating the premises, or you will continue to be billed and will be responsible for making the payments. We are not responsible for any unpaid utility bills or bills incurred for failure to disconnect.

Duke Energy: 1.800.544.6900

Oxford Natural Gas: 513.523.2555

Spectrum: 1.800.892.4357

City of Oxford Water, Sewer, and Refuse: 513.524.5221

KEY RETURNS: Please ensure all keys for your house/apartment including all bedroom and mailbox keys if applicable, are returned to our office by **Monday after graduation**. Office hours are 9am-5pm Monday through Friday. A minimum charge of **\$10.00** for each key will be deducted from your security deposit for any that we must replace.

DEPOSIT REFUNDS: To receive your security deposit and disposition you must provide our office with an **unsealed, self-addressed, stamped envelope** that matches the sample envelope on the next page. We will mail all security deposits and dispositions back to you within 60 days of your lease termination date.

PLEASE NOTE: YOU WILL NOT RECEIVE YOUR DEPOSIT IF WE DO NOT RECEIVE YOUR ENVELOPE!

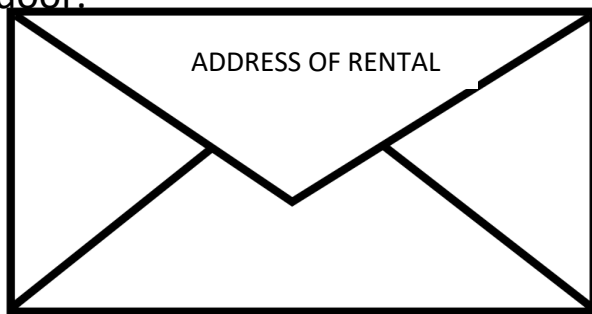
CLEANING: All premises are to be left in the same condition as they were at the time of arrival. Any cleaning and repairs required beyond normal wear expectancies will be taken from the security deposits as deemed necessary.

MAIL FORWARDING: To ensure that your mail is delivered to your new address you must file your change of address with the United States Postal Office; forms are available at the Post Office. We will not be responsible for any mail delivered.

IMPORTANT ENVELOPE INFO

Below you are shown the front and back of how your envelope should be filled out. If your envelope is not filled out appropriately, or postage is not included, **YOUR DEPOSIT WILL NOT BE RETURNED** as it is stated on page 6 of the lease. Envelopes and stamps are available for purchase in the office if needed for \$2.

All unsealed envelopes and ALL keys must be returned to Wayne, Vicki, or Renee in the office upon move-out! If the office is closed, please push materials through the mail slot located to the right of our office door.



BACK OF THE ENVELOPE

Write rental address at the top



FRONT OF ENVELOPE

Our office address is to be written in the top left corner

Stamp is to be put on the top right corner

Your name and the address you want the deposit to be returned to

\$\$\$\$ DEPOSIT REFUND \$\$\$\$

Any deductions from the deposits will be distributed evenly among the tenants. It is your responsibility to settle any deductions caused by an individual tenant among yourselves. Remember, it will be less costly for you to get your residence in shape than is for our management staff to contract it out and charge it to you. Again, this applies to furniture removal, damage caused by excessive wear and tear and trash removal on the property.

The premises are to be left in the same condition as they were when they were occupied. A few reminders: all appliances are to be emptied, cleaned and doors left open. Empty all food from drawers and cabinets and wipe clean. Remove all nails, tacks, stickers etc. from the dwelling and repair. Toilets are to be flushed and the entire bathroom be cleaned out. All personal items from the interior and exterior need to be removed from the premises at the time of departure.

There is no summer storage of any furniture or personal belongings unless other arrangements have been made with management at Hometown Student Rentals. Any property that is left will be put out for trash pick-up and that fee will be deducted from the security deposit. We are not liable for anything left in the dwellings after the lease termination date.

If you have any questions, please call the office 513.523.3633.

