

Dear Resident,

When you assume possession of your new home with Cincinnati Premier Realty, Inc, we hope you find your apartment ready to occupy and to your liking. We ask that you leave it in the same condition as it was when you moved in. The following is an easy checklist to ensure a quality condition of your apartment when you move in along with a prompt refund of your deposit when you move out.

1. Fulfill the terms of your lease.
2. Give proper written 60 day notice of intent to vacate by the 1<sup>st</sup> day of the appropriate month.
3. **Return all keys and complete vacation by 12:00 noon on the last day of occupancy.**
4. Provide us with a forwarding address.
5. Any storage lockers (if applicable) must be emptied and cleaned.
6. Do not leave any furniture or debris on the grounds or by the dumpster/garbage area
7. Make sure that 1-6 above are complete and the following items are done before you leave or minimum charges as described below may be assessed.

**Your Apartment Address:** \_\_\_\_\_

\*Please place a **Yes** or **No** for each line item below.

<u>Move In</u> Y/N	<u>Move Out</u> Y/N	<u>Kitchen</u>	<u>Comments</u>
_____	_____	Exterior and interior of all cabinetry is wiped clean (\$30).	_____
_____	_____	All contact paper is fully removed (if applies) (\$30).	_____
_____	_____	Refrigerator is clean inside and out (\$20).	_____
_____	_____	Freezer is clean inside and out (\$20).	_____
_____	_____	Sink and countertop are clean(\$15).	_____
_____	_____	Floor is clean and mopped (\$20).	_____
_____	_____	Stove top is clean (\$15).	_____

\_\_\_\_\_ Inside of oven is clean (\$15). \_\_\_\_\_  
\_\_\_\_\_ All 4 drip pans are replaced or clean (\$25). \_\_\_\_\_

Bathrooms

\_\_\_\_\_ Exterior and Interior of medicine cabinet is wiped clean (\$15). \_\_\_\_\_  
\_\_\_\_\_ Vanity top and inside cabinetry is wiped clean(\$20). \_\_\_\_\_  
\_\_\_\_\_ Toilet is cleaned inside and out (\$15). \_\_\_\_\_  
\_\_\_\_\_ Tub and surrounding tile is clean (\$50). \_\_\_\_\_  
\_\_\_\_\_ Floor is cleaned and mopped (\$20). \_\_\_\_\_  
\_\_\_\_\_ Towel bar is in place (\$35). \_\_\_\_\_

Living/Dining Room

\_\_\_\_\_ Vertical blind slats are in place and not broken (\$10 each). \_\_\_\_\_  
\_\_\_\_\_ Blinds are in place and not broken (\$50 each). \_\_\_\_\_  
\_\_\_\_\_ A/C filter is washed, dried, and in the unit (\$15). \_\_\_\_\_  
\_\_\_\_\_ A/C remote is in place (\$50). \_\_\_\_\_  
\_\_\_\_\_ Ceiling fan is wiped down (\$20). \_\_\_\_\_

Bedrooms

\_\_\_\_\_ Blind are in place and not broken (\$50 each). \_\_\_\_\_  
\_\_\_\_\_ Closets are clean(\$15). \_\_\_\_\_  
\_\_\_\_\_ A/C remote is in place (\$50). \_\_\_\_\_

Floors

\_\_\_\_\_ All hardwood floors are swept and mopped (\$20 per room). \_\_\_\_\_  
\_\_\_\_\_ All carpeting is vacuumed and/or steam cleaned as needed (\$30 per room). \_\_\_\_\_

Miscellaneous

\_\_\_\_\_ Hardwood floor scratches needing repair (\$ time and material). \_\_\_\_\_  
\_\_\_\_\_ Hardwood floors that need refinishing due to excessive wear, scratches, pet odor, or pet damage  
(\$ time and material). \_\_\_\_\_

_____	_____	Balcony/patio is swept off (\$20).	_____
_____	_____	Any furniture left in apartment (\$50 per piece).	_____
_____	_____	Any trash left in apartment (\$10 per bag).	_____
_____	_____	Sink/tub chips (\$20 per chip).	_____
_____	_____	Bedroom/closet door replacement (\$90 each).	_____
_____	_____	Patio screen/glass replacement (\$90/\$200).	_____
_____	_____	Window screen/glass replacement (\$75/\$150).	_____
_____	_____	Door keys not returned (\$25 per key). <i>Move out only</i>	_____
_____	_____	Mailbox key not returned (\$25 per key). <i>Move out only</i>	_____
_____	_____	Parking passes not returned (\$25 per pass). <i>Move out only</i>	_____
_____	_____	All light bulbs to be operational (\$5 per standard bulb/\$10 per specialty bulb).	_____

\_\_\_\_\_ Resident Signature \_\_\_\_\_ Date

\_\_\_\_\_ Resident Signature \_\_\_\_\_ Date

\_\_\_\_\_ CP Realty, Inc Rep. \_\_\_\_\_ Date

Resident Forwarding Address:

\_\_\_\_\_  
 \_\_\_\_\_

*Office Use Only:*

*Total Deposit on File:* \_\_\_\_\_ . *Total Resident Charges:* \_\_\_\_\_ .

*Total unpaid late fees, rent, etc:* \_\_\_\_\_ . *Total refund or charge:* \_\_\_\_\_ .