



Park Place Real Estate

116 E High Street Oxford, OH 45056 (513) 523-2015 (513) 524-9935 fax
ParkPlaceRealEstate.net Info@ParkPlaceRealEstate.net

MOVE-OUT INSTRUCTIONS

The end of school is just around the corner and so is moving out of your residence. The following information will assist you as you move out of your house or apartment. If you have any questions or concerns, please email or call the office at (513) 523-2015.

1. **MOVE-OUT DATE – 9AM MONDAY, MAY 20, 2019**

- **Your lease ends at 9AM MONDAY, MAY 20, 2019.** Graduating seniors may request an extension until 5pm on Monday, May 20, 2019 by emailing our office. No other extensions, no matter what the circumstance, will be granted.
- Per your lease agreement, if you remain in the property after 9AM Monday, May 20, 2019 we will be forced to charge you **\$100 per day per tenant on the lease**. For example: In an 8 person house, if one person stays past 9am you will be charged \$800 (\$100 x 8 people x 1 day = \$800). If one person stays two days, you will be charged \$1600.

2. **RETURN ALL ENTRY KEYS* in the provided large envelope* by 9AM MONDAY, MAY 20, 2019 to the Park Place Real Estate rental office.** *envelope will be delivered to your residence in May

- Please attach all entry keys to the key chain we provided and put inside the provided envelope.
- All **entry** keys must be returned to our office no later than **9AM Monday, May 20, 2019**.
- During our non-business hours, please put your key envelope in our outside drop box.
- ***PLEASE LEAVE YOUR BEDROOM KEYS IN THE APPROPRIATE BEDROOM DOORKNOB.** We will check them off as we go through the property after you move out.
- You will be **charged a minimum of \$10.00 for each entry key not returned** to our office and for **each bedroom key not left in the appropriate bedroom doorknob**. We do check if the keys work, so don't bother putting dummy keys in the doorknobs.
- Once we receive your keys, we will assume that you have moved out. Do **NOT** go back to the property once you have turned in your keys.
- If we receive your entry keys after 9am Monday, May 20, 2019, then you will be charged for unauthorized extended stay.

3. **DEPOSIT RETURNED – 30 DAYS AFTER YOUR MOVE-OUT DATE (MAILED mid-June)**

- We will return your **deposit 30 DAYS after your lease move-out date** less any damage charges, unpaid utility bills, invoices due to Park Place Real Estate, etc.
- **To receive the maximum amount of your deposit back, please correct all of the chargeable items listed under "Common Damage Deductions" and complete the "Cleaning Guide"** (see pages 2 and 3).
- Deposit charges are deducted evenly among all tenants no matter who caused the damage and returned to the address you provided on your lease application unless we are directed otherwise by you in writing prior to Monday, May 1, 2019.
- Again, **your deposit will be returned 30 DAYS after your lease move-out date**. This means your deposit will be mailed mid-June.

4. **UTILITY DISCONNECT PROCEDURES**

- You are responsible to have all of your utilities disconnected otherwise you will continue to be billed.
- **Do not leave your cable box/remotes in the property or the cable company will charge you.**
- **For tenants of University Housing, New England Square, Bella Place, 32 ½ W High Street A & B, 10 ½ W Park Place A & B – THE WATER REMAINS IN OUR NAME** which means you do not turn off your water. Your final water bill will be deducted from your deposit.

DUKE (ELECTRIC):

1-800-544-6900

TIME WARNER CABLE:

(888) 567-2318

CITY OF OXFORD (WATER):

(513) 524-5221

GLENWOOD ENERGY (GAS):

(513) 523-2555

5. **SUMMER RENTAL AND STORAGE IS PROHIBITED**

- You may not store any items in the property or leave furniture/items for next year's tenants.
- **Anything left in the property will be thrown away at YOUR expense.**
- Donate any unwanted furniture, small appliances, canned goods to Oxford ShareFest by contacting ShareFestOxford.com

6. **FORWARD YOUR MAIL**

- To ensure that your mail is delivered to your summer or home residence, you must file a change of address with the Oxford Post Office.
- We can't be responsible for any mail/packages delivered to your residence after you have vacated the premises. We are not authorized to touch them, store them, or forward them to you.

COMMON DAMAGE DEDUCTIONS

THESE CHARGES ARE PREVENTABLE!

Please correct the following items, otherwise you will be charged for:

- **Missing bedroom keys or entry keys.**
 - ⇒ Place bedroom keys in the bedroom door locks.
 - ⇒ **Return ALL entry keys to the rental office by 9am Monday, May 20, 2019.**
- **Burnt out light bulbs.**
 - ⇒ Make sure you install the **correct** type of bulb in its designated fixture.
 - ⇒ Ex. Only recessed bulbs go into recessed light fixtures & ceiling fan bulbs go into ceiling fan light fixtures.
- **Expired or missing batteries in the smoke or carbon monoxide detectors. You will also be charged for any detectors that have been removed.**
 - ⇒ The batteries are dead if the detector is beeping.
- **The removal of furniture, trash, or any other items left in the property.**
 - ⇒ **Remove ALL furniture!** Do not leave anything for next year's tenants.
 - ⇒ Donate to Oxford ShareFest by contacting ShareFestOxford.com
 - ⇒ **Throw away all trash**, including litter in the yard. **Remove all personal belongings. Remove shower curtains.**
- **Painting of the walls, ceiling, baseboards, doors, and/or trim that is beyond normal wear & tear.**
 - ⇒ This occurs when areas must be fully painted due to: food splatters, liquid drip marks from "champagne showers", smudges, fingerprints, graffiti, mud, candle wax, smoke residue, grease marks, sticky residue from stickers, duct tape, plasti-tac, silly string, etc.
- **General cleaning throughout the property if you leave it dirty.** Refer to cleaning guide to prevent cleaning charges.

CLEANING GUIDE

- Flooring:** **Vacuum** and clean carpet. **Mop** all hardwood, vinyl, and ceramic tile floors.
- Walls:** **Wipe down all walls.** Remove fingerprints, food splatters, smoke residue, champagne/beer splatter drip lines, scuff marks, sticky residue, hair, mud, candle wax, dirt, etc.
- Woodwork & Light fixtures:** **Dust** off all woodwork such as doors, trim, and baseboards. Clean/dust light fixtures, fan blades and switch plates.
- Floor Vents:** Vacuum out all floor vents. Remove dust and beer bottle caps from the floor vents.
- Windows:** Use glass cleaner on all windows and dust the sills. Remove fingerprints, food splatters, dirt, dust, etc. If your windows were "egged" you are responsible for cleaning them off.
- Trash/Furniture:** **Remove all trash, furniture, and your personal belongings inside AND outside of your residence.** Do **NOT** leave anything for next year's tenants. Pick up all litter surrounding your property (beer cans, cigarette butts, broken glass, etc.).
- Porches:** Sweep all front & back porch floors. **Remove all litter**, dust, leaves, furniture, bottle caps, **broken glass**, etc.
- Refrigerator:** **Remove items from the fridge.** Take out all shelves and drawers and wash in warm soapy water. Clean the inside walls and door shelves with warm soapy water too. Scrub away all remnants of liquid drips/stains, food crumbs, dried sauces, etc.
- Stove:** Remove all grease from racks and inside stove. **Clean or replace drip pans.**
- Microwave:** Clean inside and outside of any built-in microwaves. Don't forget the vent.
- Kitchen Sinks & Countertops:** **Clean faucet, sprayer, sink and countertops.** Remove all grime, lime build-up, & food particles.
- Cabinets:** **Clean out inside of all cabinets and drawers.** Remove all food crumbs and any items in them. Wipe the inside of cabinets. Wipe down front of cabinets and remove all dust, fingerprints and drip marks going down them.
- Washer/Dryer:** Clean the inside of the washer. Underneath the lid is probably covered in dust and dirty detergent. Clean lint traps.
- Bathroom Sinks & Countertops:** **Scrub sink, faucets, mirror, & countertops.** Remove dirt, toothpaste, and lime.
- Vanity/Medicine Cabinet:** **Clean out drawers, base cabinet, and medicine cabinet.** Remove hair, toothpaste build-up, soap scum, etc.
- Toilet:** **Scrub inside and outside of toilet.** Don't forget the base of the toilet. It's probably very dusty and covered in grime.
- Shower/Tub:** **Scrub inside bathtub/shower and walls. Remove all soap scum and lime build-up.**