

# **Hometown Student Rentals**

# **Move Out Guide**

115 S. Locust St. Suite C Oxford, OH 45056

Office: 513.523.3633

Fax: 513.280.6257

## **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

Time Warner Cable: 1.800.213.5625

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 **MAY 18, 2020**. Office hours are 9-5 Monday thru Friday except Wednesday which are 9-3. A minimum charge of **\$10.00** for each key will be deducted from your security deposit for any that we must replace.

**DEPOSIT REFUNDS:** In order 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!**

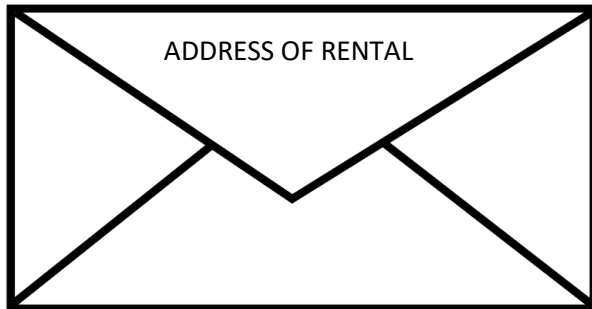
**CLEANING:** All premises are to be left in the same condition as they were at the time of arrival. Any cleaning and repairs required beyond normal wear expectancies will be taken from the security deposits as deemed necessary.

**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.

All unsealed envelopes and keys must be returned to Ronda in the office upon move-out!



## 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

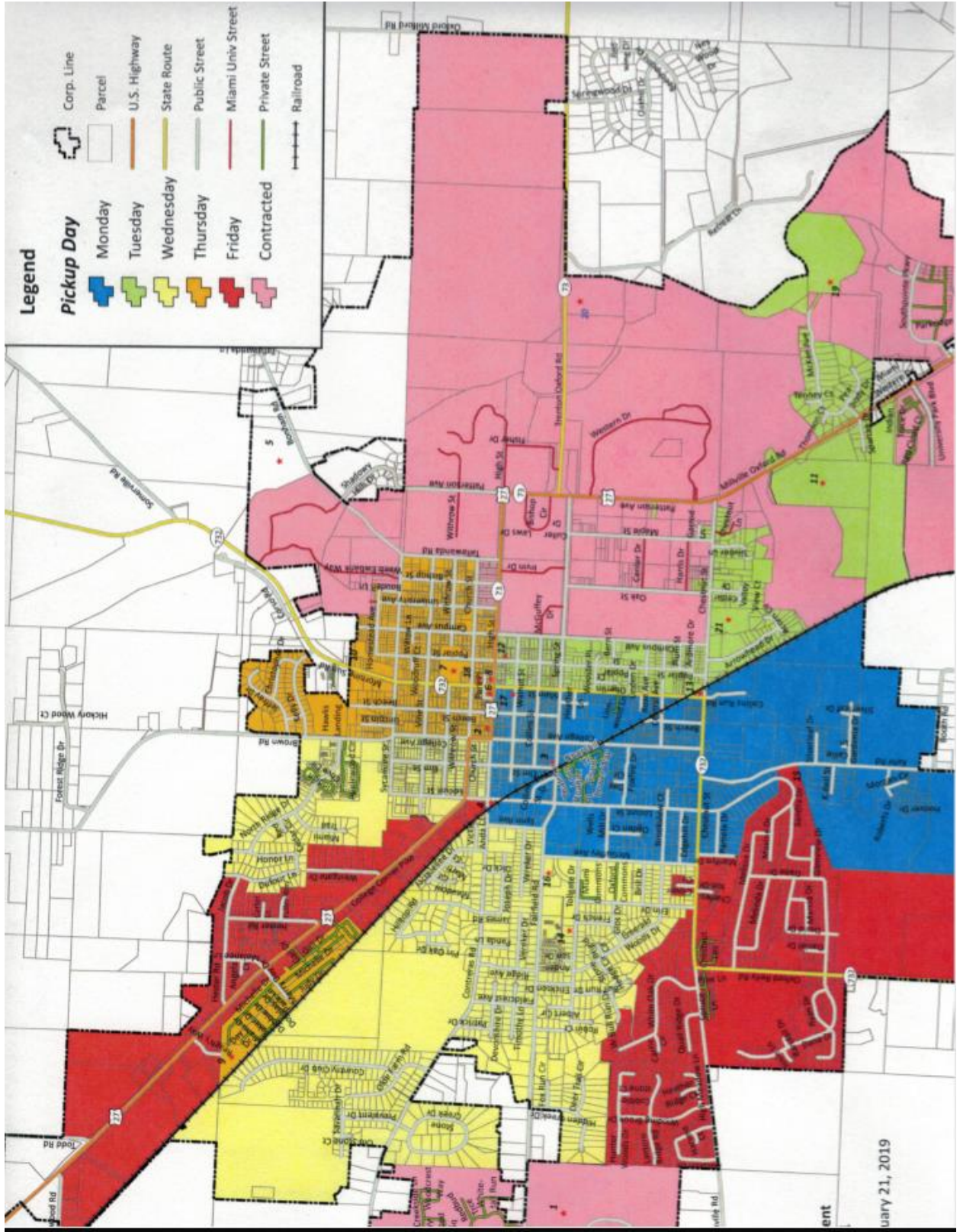
# **\$\$\$\$ DEPOSIT REFUND \$\$\$\$**

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, damages 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 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 Ronda 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



**Legend**

- |  |            |  |                   |
|--|------------|--|-------------------|
|  | Monday     |  | Corp. Line        |
|  | Tuesday    |  | Parcel            |
|  | Wednesday  |  | U.S. Highway      |
|  | Thursday   |  | State Route       |
|  | Friday     |  | Public Street     |
|  | Contracted |  | Miami Univ Street |
|  |            |  | Private Street    |
|  |            |  | Railroad          |

January 21, 2019