

Dear Departing Resident,

As your move-out date approaches, Ada Ohio Properties, Ltd. would like to take this opportunity to thank you for renting from us over the past year. In addition, we are providing you with this move-out guide/checklist for move-out procedures. Please read this entire packet carefully as we have provided you with very detailed and helpful information. (This is how you get your security deposit money back!)

Ada Ohio Properties, Ltd. prefers to return your entire security deposit, so please use this information to your advantage to get your full security deposit back. Encountering apartments that have damages, have not clean or properly cleaned, or have belongings left behind will result in charges against your security deposit. Charges can also exceed the security deposit amount resulting in additional money that will be owed to Ada Ohio Properties, Ltd.

However, by following these move-out guide instructions/procedures you can leave your unit in the best possible condition. Leaving your apartment as outlined per the instructions in this move-out guide, will save all parties involved time and money. In this packet you will be receiving the following:

1. Damaged item cost sheet- In the event that anything was damaged in your apartment this past year, this list provides an estimated cost to replace the item. Please note this does not include sales tax, it is only an estimation.
2. Return security deposit address form- As per your lease agreement you are required to submit to us a forwarding address so that we can return your security deposit check in a timely manner. This is also used to get separate checks rather than group check. This form has nothing to do with the post office or forwarding your mail after move out. Please read this very carefully.
3. Cleaning cost/cleaning guide- In the event that your apartment has not been cleaned and/or was not cleaned properly at move out, a professional cleaning company will be contracted to clean your apartment, upon which you will be charged accordingly. This is an estimated cost sheet of how much you can expect to be charged for cleaning.
4. Rules and regulation reminders- This is an excerpt of some of the rules and regulations that are in your lease agreement.
5. Painting Instructions- In the event that there are holes in the walls that need to be fixed, walls that need to be painted because of excess markings, etc., enclosed you will find instructions on how to properly paint your apartment.

The lease end date is **May 31<sup>st</sup>, 2016 at 12:00 noon EDT**. At that time all keys, professional carpet cleaning receipt, and security deposit return forms must be turned into Matt Brown at a mutually agreeable time and location OR hand delivered/mailed to 502 E Lincoln Avenue, Ada Ohio 45810 in a secure envelope (place inside black mailbox on front of house).

Once again, thank you for choosing Ada Ohio Properties, Ltd. It was a pleasure having you as a resident and we wish you the best of luck in the future. If you have any questions or concerns, please contact Matt Brown at 419.371.7053 or [matt@adaohioproperties.com](mailto:matt@adaohioproperties.com).

Sincerely,  
Ada Ohio Properties, Ltd.

# Move-Out & Cleaning Guide

**\*\*PLEASE READ EVERY LINE OF THIS GUIDE AND DO EXACTLY AS IT SAYS – THIS IS HOW YOU GET YOUR SECURITY DEPOSIT BACK!\*\***

Remember we would love to return your security deposit so please use this move-out guide to your advantage. (This is how you get your security deposit money back!) We know you would sincerely like to leave your apartment in the best possible condition in order to receive your full security deposit refund. Often times a deduction is merely due to communication problem between the Landlord and Tenant regarding what in fact is expected of the Tenant when moving out. This booklet is to serve as a guideline for our move-out procedure.

When in doubt, please do not hesitate to call Matt Brown at 419.371.7053 Monday—Friday 9:00-5:00, but keep in mind these basic rules:

1. Make sure your account balance is **ZERO**. Please also remember that if you have entered into a joint and several lease, meaning all persons on the lease are viewed as a group and not individuals, each party is responsible for making sure the balance has been paid in full to date. If there is a balance on your rental account it will be taken out of security deposit, no exceptions. Often the result of not having a zero balance on your account can lead to additional money owed to Ada Ohio Properties, Ltd. Remember you cannot use your security deposit as your last month's rent. If you do not pay your last month's rent, you will be charged late fees. Your last rental payment is due May 1st.
2. Return all keys to Matt Brown no later than May 31<sup>st</sup> at 12 noon. Please coordinate a mutually agreeable date/time to meet and complete AND/OR physically hand deliver and place in mailbox at 502 E Lincoln Avenue, Ada Ohio 45810 in a secure envelope.
3. Turn in your security deposit return form. You are required to submit to us a forwarding address so that we can get your security deposit refund to you in a timely manner. Please remember that if you are in a joint and several lease; only one check will be sent made payable to all residents on the lease. If you prefer separate checks, we can do so at an additional fee of \$10.00/per check for each check written. If you would like to receive separate checks, everyone must agree to this by checking the option that says states you wish to receive separate checks. All tenants must complete and submit a Security Deposit return form. All tenants must agree to the same option; one group check or multiple checks. If each tenant does not submit a form, you will receive one check. This check will be issued to all names on the lease, meaning it cannot be cashed unless all parties have signed the check. (Please note, if you are requesting separate checks we must be provided with addresses and signatures of all residents named on your lease. Additionally, if separate checks are requested, the amount of the return will be divided equally among all residents).
4. Review the item cost sheet- This sheet outlines the costs that could be deducted from your Security Deposit if applicable. This sheet is intended to inform you of an estimated dollar amount that may be deducted from your deposit for damages, cleaning and/or repairs. Please remember you are free to

make any repairs yourself as long as you follow proper procedures. For example, blinds and light bulbs are easy to replace and will save deductions from your security deposit.

5. Painting Cost Sheet- This sheet provides instructions on how to paint your apartment if necessary. If you have holes in your walls, extensive black markings, ect you will be charged for painting. Please keep this in mind when preparing for move out.

### Suggested Cleaning Supply Check List

The following is a convenient checklist of supplies needed to clean your apartment properly:

- |   |   |
|---|---|
| <input type="checkbox"/> Oven Cleaner           | <input type="checkbox"/> All-purpose Cleaner            |
| <input type="checkbox"/> Floor Cleaner          | <input type="checkbox"/> Sponges                        |
| <input type="checkbox"/> Commode Brush          | <input type="checkbox"/> Rags/old socks to clean blinds |
| <input type="checkbox"/> Brillo Pads            | <input type="checkbox"/> Garbage Bags                   |
| <input type="checkbox"/> Scrubbing Bubbles      | <input type="checkbox"/> Abrasive Cleanser              |
| <input type="checkbox"/> Soap Scum Cleaner      | <input type="checkbox"/> Vacuum with attachments        |
| <input type="checkbox"/> Paper Towels           | <input type="checkbox"/> Mold & Mildew Cleaner          |
| <input type="checkbox"/> Feather Duster         | <input type="checkbox"/> Furniture Polish               |
| <input type="checkbox"/> Toilet Bowl Cleaner    | <input type="checkbox"/> Dusting Cloth                  |
| <input type="checkbox"/> Bleach Cleaner         | <input type="checkbox"/> Broom                          |
| <input type="checkbox"/> Mr. Clean Magic Eraser | <input type="checkbox"/> Dust Pan                       |
| <input type="checkbox"/> Window/glass cleaner   | <input type="checkbox"/> Mop                            |
| <input type="checkbox"/> Lime Away or CLR       |   |

### LETS START WITH THE KITCHEN!

1. **Light Fixtures-** If the kitchen has overhead light fixtures, these will need to be cleaned. If the kitchen has fluorescent overhead lighting, please make sure all bulbs are operable. If you have any burnt out bulbs it is your responsibility to replace these. Most light fixtures have clips which allow the light fixture to hang from the ceiling. These can be wiped off with all purpose cleaner and paper towels. If you have light fixtures with globes, clean the globe with warm water. Make sure to clean the receptacle covers and switch plates as well!

2. **Oven-** Spray the oven, stovetop, burner pans (This is the pan under the burner, also called a drip pan.) If they are extremely dirty it is easiest to replace them; these can be purchased at Lowes, Home Depot, Walmart, Target, ect.), broiler pan, racks, etc. with oven spray and let stand a few hours. Depending on the degree of cleanliness, you may want to leave the cleaner on longer. Wipe off the spray entirely. If burn marks still remain, spray them again and repeat entire process. Be sure to check under the burner pans (drip pans) and inside, as well as outside of the stove drawer. The entire top of the stove that the burner pans rest in lifts up, make sure you lift to clean. Please be sure to clean the sides of the stovetop; this is where a majority of food grease and particles collect. You must do this to clean the oven properly. The racks, inside the oven, must be removed in order for the oven to be cleaned properly. The oven racks must be cleaned as well. Sometimes oven cleaner can leave behind a white residue. By wiping with a wet cloth, the residue easily wipes away. Please make sure the white residue is completely gone. If you oven has a self cleaning feature, you can try to use this prior to using oven cleaner, however this will have to run for several hours. **Do not use oven cleaner if you are using the self cleaning feature on the oven, this can cause the oven**

**to catch on fire.** Once you have run the self cleaning cycle you can then clean the oven using oven cleaner, however please make sure the oven is cool.

**3. Hood Range-** The hood to the stovetop can get very greasy during the course of the year. Clean by using a Brillo pad and cleanser. Sometimes the back and side walls between the hood and the stovetop need cleaned as well. Magic erasers often work well to clean the hood. If you have hard to remove grease, heat a pan of water on the stove and allow the steam to rise. This will allow grease and food grime to be removed easily.

**4. Kitchen cabinets & drawers-** Empty out all cabinets and drawers. To get all of the crumbs out of the cupboards and drawers it is easiest to use a vacuum. Once you have vacuumed all the crumbs out, wipe down the cupboards, shelves, and drawers using all purpose cleaner and paper towels. Wipe off the outside of the cupboards. (Cupboards used daily or cupboards near the stovetop may need special attention in removing build-up) Once you have cleaned the cabinets, do not put items back in the cabinets, go through and open each drawer and cabinet door to make sure there are no crumbs, hair, ect. Please keep in mind that you should start with the top cabinets and work your way down to the bottom cabinets. This will make cleaning easier.

**5. Refrigerator/Freezer-** Defrost freezer and wipe out any water/food particles using an all purpose cleaner. It is easiest to clean the refrigerator if all shelving and drawers are removed. These items can be cleaned in the kitchen sink with warm soapy water. Clean refrigerator by wiping off wire racks, inside walls, crisper drawers (and under the drawer), and shelves with all purpose cleaner or warm soapy water. Don't forget the egg holders, butter drawer and in and around the seal!! Lastly, wipe down the outside of the appliance with bleach or all purpose cleaner (top, sides and front). DO NOT UNPLUG THE REFRIGERATOR!! SIMPLY TURN IT TO THE LOWEST SETTING. Unplugging the refrigerator and shutting the door, will ruin the refrigerator. In this case, you will be responsible for the cost of replacing the refrigerator.

**6. Kitchen Sink-** Using a Brillo pad and abrasive cleaner, thoroughly clean sink and fixtures. CLR or Limeaway work best around the sink fixtures to remove calcium deposits/buildups. Since water drops tend to dry leaving a dirty appearance, after cleaning, remember to wipe off the fixtures with a paper towel. To leave a streak free shine, spray glass cleaner on sink and fixtures then use a paper towel to wipe off.

**7. Counter Tops-** Wipe off all kitchen countertops with an all-purpose cleaner. The countertop closest to the stovetop may need special attention of a Brillo pad and cleanser. Do not leave streaks- wipe over the countertops with a paper towel and spray cleaner. Once you have cleaned the countertops run your hands over them to make sure there are not crumbs or anything sticky remaining.

**8. Floor-**It's finally time to clean the kitchen floor! First pull out the refrigerator, remove bottom drawer of oven and sweep the entire floor. Using Brillo pads and cleanser, clean all corners and edges. This area is where most build-up resides. After this is completed, clean the entire floor using a mop and floor cleaner. If floor dries with streaks, re-mop using only warm water.

## THE BATHROOM

**1. Tub/Shower-** The biggest cleaning job in the bathroom is the tub/shower unit. Clean it first and get it out of the way!! A year's worth of soap residue build-up is not very easy to remove. Brillo pads

and cleanser are a definite must. Fiberglass tubs should be cleaned with a non-abrasive cleanser. Begin by scrubbing in a circular motion until you can no longer feel residue. Rinse with warm water. Clean fixtures with glass cleaner and wipe off with a paper towel. If your tub/shower unit has glass doors, the same process should be used on those doors—inside and out!! Also, don't forget to clean out the track. Make sure to get rid of all mold/mildew. Soap scum can be very hard to remove, but using CLR or Lime Away can help to make the job a little bit easier. If you have shower doors (the kind that roll) you can take these off to clean them. If you do not feel comfortable removing the doors please let us know. Maintenance can remove and put the doors back on for you, at no cost. Removing the shower doors makes cleaning the track much easier.

2. **Toilet-** Cleaning the toilet is not a very fun job, BUT it doesn't take too long. Pour toilet bowl cleaner inside the bowl and wipe clean with brush, then flush. Make sure there is no ring in toilet bowl. If there is a ring you may need to repeat the process. Using bleach cleaner, spray down the entire toilet, wipe off lid, seat (behind and all around), and outside of bowl using a paper towel. Don't forget to clean at the foot of the bowl and around the bolts attaching it to the floor. That is where most of the dust seems to collect. After you are done cleaning the toilet, take a dry paper towel over the entire toilet, this will eliminate any hair and dust that might have been pushed around after cleaning.

3. **Medicine Cabinet/ Vanity-** Like the kitchen cabinets, use the vacuum cleaner to get rid the inside of particles and hair. Spray down the outside and inside (the shelves) of medicine cabinet and vanity and wipe with a paper towel. Clean mirrors and sink fixtures with glass cleaner. Wipe out the sink using a sponge or paper towels and bleach cleanser. Rinse with only warm water and re-wipe with sponge. Again, don't let water drops lay, wipe off with paper towels. Finally wipe down everything with a dry paper towel. This will eliminate any hair and dust that might have been pushed around after cleaning.

4. **Heaters & Towel Bars-** Simply use an all-purpose or bleach cleaner, spray down entire unit and wipe with a paper towel. Once again, taking a dry paper towel over the units eliminates the dust and hair. Make sure you clean under the heater as well! A mop will not get the dust under the heater vents.

5. **Floor-** Lastly, it's time to clean the bathroom floor. First, sweep the entire floor. Next, use a wet, soapy sponge, wipe along sides and corners. Pay close attention to areas around the commode, behind door, and along vanity edges. Mop entire floor using floor cleaner. If floor dries with streaks, re-mop using only warm water. It is very important to not leave hair in the bathroom, so please check thoroughly. Please remember, by simply taking a dry paper towel and wiping up the hair, you will ensure that nothing is left behind. If there is hair in the bathroom, even though you may have cleaned it, it leaves an appearance that you have not cleaned. Also, do not leave your toilet brushes, shower curtains, shower mats or rugs. The new Tenants do not want the things you leave behind. We will ultimately throw it away and you will be charged.

### **BEDROOM/LIVING ROOM**

1. **Windows-** Cleaning windows with glass cleaner and newspaper (yes newspaper) will eliminate streaks. Also clean the patio doors on the inside and outside, as well as the sliding door tracks. Don't forget to clean window sills and window tracks. Using a vacuum to sweep up all the dust first will help make cleaning the window track/sill easier. Porches and outdoor areas should be completely free of debris.

2. **Closets**- Closets should be completely free of debris. Wipe off shelves and bar with wet sponge and all-purpose cleaner. Do NOT leave hangers behind! The new tenants have hangers of their own!

3. **Heater Units** - Thoroughly clean any baseboard heating units with a paper towels and all-purpose cleaner. The grill/cover should be free of dust and debris, please use a vacuum cleaner to suck out all debris, lint, hair, dust. Re-attach cover. Be sure to use vacuum attachments to clean under heating units too.

4. **Light fixtures**-If you have overhead light fixtures and fans, be sure to clean the globe with warm water. Also, clean all receptacle covers and switch plates. Wipe off fan blades with warm water as well.

5. **Blinds**-Be sure to clean all blinds. If the blinds are too dirty it is easier to replace them. If you plan on replacing the blinds, please make sure to measure first! Here is a helpful hint to help clean blinds; use a sock or glove! Place the old sock or glove on your hand, and dip the tip (or fingers) into a container of vinegar. Squeeze out any excess. Run your fingers along both sides of the first slat to remove dust. Repeat on the remaining slats, stopping periodically to rinse the dust off of the sock or glove and to apply more vinegar.

6. **Floors**- Please remember all carpets must be professionally cleaned. However, it is a good idea to vacuum the floors prior to having them professionally cleaned. Your floors should be the last thing that should be cleaned.

#### CLEANING TIPS TO REMEMBER

When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue, take a clean wet cloth and wipe it clean.

When you are done in the bathroom, kneel down and look at the fiberglass surround/ceramic tile by the tub to see if the soap scum is gone. Also, look at the soap dish and toothbrush holder to make sure that the bottoms are clean. Check the bathroom in particular to make sure that all hair is gone! (We cannot stress enough that leaving hair and crumbs behind leave the appearance of an unclean apartment)

When you are finished in the kitchen, look at the tile at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood or microwave for leftover grease.

Don't forget the closets! These must be cleaned, swept and scrubbed.

If you are having trouble removing particles from microwave, heat a cup of water for a few minutes and the steam from the water will help loosen food particles and dirt.

Mr. Clean Magic Eraser is good for cleaning, semi-gloss walls (these are walls in the kitchen and bathrooms) only (do not use on flat paint- living rooms and bedrooms), refrigerators, and white countertops.

Make sure you walk through your entire apartment after it has been cleaned, to ensure that you have not left anything behind. **If you do not want items do not leave them in the apartment!** In

addition, if you are sharing cleaning responsibilities it is a good idea to check each other's work. If you see something that is not clean enough or has been missed do not leave it, simply clean it. This is going to save you a lot of money.

In the past we have had roommates not understand why they have been charged for cleaning. Sometimes this is because one roommate may have promised to clean or do a certain part of the work, but they simply did not come back to do it. Please make sure you communicate with your roommates throughout the move out process. Sometimes it is best to hire a professional cleaning company to clean the apartment ahead of time. If you choose to do this we have cleaning companies we can suggest you use. In addition, please make sure you turn in the cleaning receipt along with your keys.

**PLEASE – YOU MUST ENSURE THE FOLLOWING IS COMPLETED TO RECEIVE YOUR SECURITY DEPOSIT MONIES BACK AND NOT BE CHARGED ADDITIONAL FEES**

1. Carpets must be professionally cleaned by a cleaning service to remove all stains and ground in dirt. (Make sure you vacuum first!) Receipts must be turned in with your keys. If you do not turn in a receipt, we will have no other option but to have the carpets re-cleaned and charge your account/security deposit. Carpets must be cleaned prior to lease expiration.
2. Blinds must be cleaned. Please make certain soap streaks are gone. We suggest if the blinds are too dirty to be cleaned or if they are damaged, replace them with new ones. This would be the best option is cheaper than having them professionally cleaned. You can purchase blinds at Lowes, Home Depot, Target, Walmart, etc. If you plan on replacing the blinds, please make sure you take measurements ahead of time and purchase only white plastic blinds.
3. All personal items must be removed from the unit. This means EVERYTHING except furniture we provided. Do not leave cleaning supplies, plungers, shower curtains, etc. None of these items are left for future Tenants. They will all be thrown out and you will be charged for the removal.
4. All nails, picture hooks, and anything used to hang pictures/posters should be removed from the walls or ceiling. Dust cobwebs from corners and baseboards. Clean ceiling light fixture covers and/or globes.
5. If maintenance is needed anywhere in the apartment, report it to Matt Brown NOW and have it repaired prior to May 31st. If maintenance issues are not reported prior to May 31st, a 20% administrative fee will be added to all security deposit charges, including any unpaid work orders.
6. Smoke detectors must have an operating battery, all light fixtures and lamps must have working bulbs, and fire extinguishers must be charged.
7. All lights bulbs must be in lamps, sockets, etc. And be in working order.
8. ALL keys must be returned upon move-out. If keys are not returned, you will be charged \$150 for changing the locks.
9. Our office MUST have a forwarding address for you before you leave. This address will be the address we send your security deposit check to. We prefer if you mail it to Ada Ohio Properties, Ltd. ASAP or you may submit it with your final rental payment.

10. You must call American Electric Power at 1-800-672-2231 and inform them of your lease termination date and make arrangements to have the final meter reading done. You MAY NOT have the utilities taken out of your name until the EXACT LEASE EXPIRATION DATE. Please send copy of final paid in full billing receipt confirmation to Matt at [matt@adaohioproperties.com](mailto:matt@adaohioproperties.com) or by mail.

11. You must arrange with the Ada Village Water & Sewer Department to have your water turned off and a final meter reading completed. Their phone number is 419-634-4045. Please send copy of final paid in full billing receipt confirmation to Matt at [matt@adaohioproperties.com](mailto:matt@adaohioproperties.com) or by mail.

12. You must call Columbia Gas (if applicable to your apartment) at 1-800-344-4077 and ensure that your final bill has been paid and balance is paid in full. Please send copy of final paid in full billing receipt confirmation to Matt at [matt@adaohioproperties.com](mailto:matt@adaohioproperties.com) or by mail.

Any questions concerning move out procedures can be addressed by calling Matt Brown at 419-371-7053, emailing [matt@adaohioproperties.com](mailto:matt@adaohioproperties.com) or by mail.

If you have roommates that are moving out early, it does not relieve anyone from the responsibility of leaving the apartment in the best possible condition. For example, if you are planning on moving out early and you clean the apartment in April but have roommates that are occupying the unit till the end of the lease, this means the apartment is going to need to be re-cleaned again prior to lease expiration. To ensure that your apartment is left in the best possible condition, we suggest that you return to the apartment a few days before lease expiration date to inspect the apartment. You may also choose to hire a professional cleaning company. Please make sure you turn in this receipt along with the carpet cleaning receipt and keys.

#### **OTHER SECURITY DEPOSIT DEDUCTIONS**

Late fees, Outstanding Invoices, Unpaid/Utilities, Charges for Returned Checks, additional damage to the apartment and carpet cleaning (if receipt is not turned in). Please make sure your rental account has a zero balance.

We would love to return a full Security Deposit to each and every one of you! This is why this information is provided. We invite any of you to be present during the inspection of your unit. If you choose to be present, you must be prepared to turn over ALL keys at that time. Entry back into the unit will not be permitted. However, this must happen prior to the lease expiration date & is on a first come first serve basis, so schedule far in advance. Also, if we point out something that is not satisfactory, do not ask us to wait while you clean it again. Our schedules at that time of the year do not permit it.

We have enjoyed your residency in our community and we wish you well in future endeavors!



Cleaning Cost Sheet		
*All costs below are per room/per item		
	Cleaning cost per room & per item	
Kitchens	Heavy/Medium Clean	Light Clean
Refrigerator	\$25	\$15
Freezer	\$25	\$15
Stovetop	\$35	\$15
Oven	\$40	\$20
Range Hood	\$20	\$10
Countertops	\$10	\$5
Sink	\$10	\$5
Cabinets – Inside	\$10	\$5
Cabinets – Outside	\$10	\$5
Floor	\$25	\$5
Light Fixtures/Ceiling Fan	\$20	\$10
Walls	\$10	\$5
Blinds (price per)	N/A – Replace	\$5
Living Rooms		
Windows	\$15	\$5
Window sills	\$15	\$5
Light Fixtures/Ceiling Fans	\$20	\$10
Blinds	N/A – Replace	\$5
Baseboard Heaters	\$10	\$5
Carpet/Floor	\$80	\$80
Bedrooms		
Windows	\$15	\$5
Window sills	\$15	\$5
Blinds	N/A – Replace	\$5
Carpet/Floor	\$60	\$60
Light Fixtures/Ceiling Fans	\$20	\$10
Closet	\$15	\$5
Baseboard Heaters	\$10	\$5
Hallways & Stairs		
Windows	\$15	\$5
Window sills	\$15	\$5
Blinds	N/A – Replace	\$5
Carpet/Floor	\$30	\$30
Light Fixtures/Ceiling Fans	\$20	\$10

Closet	\$15	\$5
Baseboard Heaters	\$10	\$5
**Trash removal - \$50 per bag - \$100 per item for a large item such as furniture – Billed by AOP		
**Extra heavy cleaning is rate above + 20% increase in rate		

## Damaged Items Cost Sheet

The following is a list of items and the **ESTIMATED** costs (excluding sales tax) associated with the replacement of such items. In the instance that the replacement of these items does not derive from normal wear and tear, these are the costs that one can expect to be deducted from their Security Deposit. In special circumstances, there may be items deducted from your Security Deposit that do not appear on this list. **This list should not be considered a full and complete list.** In addition to these costs, other costs such as unpaid rent, late fees, unpaid utilities, NSF fees, lease violation fines and heating oil (if applicable) will also be deducted from your Security Deposit.

Cabinet Doors	Market rate - each	Fire Apparatus Tampering Chg.	\$25.00 per item
Cabinet Shelves	Market rate - each	Fire Extinguisher	\$25.00 each
Dishwasher Racks	Market Rate - each	Smoke Detector	\$50.00 each
Freezer Bars	Market rate - each		
Freezer Brackets	Market rate - each	Bedroom Door	Market Rate - each
Kitchen Counter Top	Market rate - each	Bifold Closet Door	Market Rate - each
Microwave	Market Rate - each	Custom Blinds- Blinds that are not standard sizes	Market Rate - each
Microwave Plate	Market Rate - each	Entry Door (Steel)	Market Rate - each
Oven	Market Rate - each	Entry Door (wooden)	Market Rate - each
Oven Racks	Market Rate - each	Standard Closet Door	Market Rate - each
Refrigerator	Market Rate - each	Windows	Market Rate - each
Refrigerator Bars	Market rate - each	Bedroom Door Knob	\$150.00
Refrigerator Brackets	Market rate - each	Entry Door Knob	\$150.00 each
Refrigerator Crisper Drawers	Market rate - each	Window Screens	\$100.00 each
Refrigerator Door Gasket	Market rate - each	Fire Extinguisher Re Charge	\$25.00 each
Refrigerator Racks	Market rate - each	Window Blinds	\$15.00 each
Kitchen Faucet	\$75.00 each	Bifold Closet Knob	\$2.00 each
Drip Pans	\$4.00 each	Door Stop	\$2.00 each
Cabinet Knobs	\$1.50 each		
Labor	\$50 Per Hour	Exit Sign	\$75.00 each
		Light Fixture Globes	\$10.00 each
Bathroom Door	Market Rate - each	Fluorescent Light Cover	\$10.00 each
Bathroom Mirrors	Market Rate - each	Microwave Bulb	\$8.00 each
Bathroom Sink Bowl	Market Rate - each	Fluorescent Light Bulbs	\$5.00 each
Toilet Tank Lid	Market Rate - each	Appliance Bulb	\$5.00 each
Vanity Counter Top	Market Rate - each	Vanity Light Bulbs	\$3.00 each
Shower Stall	Market Rate each	Cable Jack Plate	\$1.50 each
Bathtub	Market Rate each	Light Switch Covers (triple)	\$1.50 each
Shower Doors (stall)	Market Rate each	Incandescent Bulb	\$1.00 each
Toilet	\$200.00 each	Light Switch Covers (single)	\$1.00 each
Bathroom Faucet	\$60.00 each	Regular Light Bulbs	\$1.00 each
Toilet Seat	\$25.00 each	Light Switch Covers (double)	\$1.00 each
Shower Head	\$15.00 each	Outlet Covers (single)	\$1.00 each
Towel Bar Bracket	\$5.00 each		
Toilet Paper Bracket	\$4.00 each	Bar Stool	Market Rate - each
Towel Bar	\$4.00 each	Bed Frame	Market Rate - each
Toilet Paper Spindle	\$1.00 each	Box Spring	Market Rate - each
		Coffee Table	Market Rate - each
Air Conditioner	Market rate - each	Dining Chairs	Market rate - each
Baseboard Heater	Market Rate - each	Dining Table	Market rate - each
Carpet Replacement	Market rate - each	Dresser	Market Rate - each
Vinyl Replacement	Market rate - each	End Table	Market Rate - each
Personal Property Removal	\$50.00 /bag or box/month	Futon/Couch	Market Rate - each
Trash Removal	\$50.00 /bag or box	Kitchen Chairs Reupholster	Market Rate - each
Ceiling Tiles	\$10.00 each	Mattress	Market Rate - each

### Painting Cost Sheet

General Painting	\$1.00-\$2.00/sq. ft.
Small holes anywhere from 0' to 3"x3"	\$50.00
Large holes anywhere from 3"x3" up to 6"x6"	\$100.00
Anything larger than a large hole	Cost to replace drywall in addition to the labor @ \$50.00/hr.

**You are not allowed to paint yourself unless you have written permission from the office.**

\*\*\* In addition, as per the lease agreement, there will be a 20% of all security deposit charges.

**Tenant Initials:** \_\_\_\_\_

## List of Local Professional Carpet Cleaning Services

When it comes to carpet cleaning with a professional organization, you have a couple options here in the Ada area. We have found Kenton Carpet Care to be one of the most affordable and professional locally owned operations, however, we have provided you with a local list that you can contact for pricing and availability.

**Kenton Carpet Care** – Ask for Dick Hastings, tell him you are a tenant of Ada Ohio Properties and Matt Brown recommended you call him, he offers our tenants a 5% discount.

Located in Kenton, Ohio (approx.. 20 minutes away)

419-675-0980

UltraClean Professional Cleaning Services

Located in Harrod, Ohio (approx.. 15 minutes away)

419-326-5141

Extreme Carpet Cleaning Ltd.

Located in Kenton, Ohio (approx.. 20 minutes away)

419-673-0550

Stanley Steemer

Located in Lima, Ohio (approx.. 25 minutes away)

419-738-5481

# SECURITY DEPOSIT CHECK RETURN FORM

Where should we send your security deposit check??

Please note -you are on a joint & several lease. Therefore, 1 check will be issued with all the Tenants' names. Every tenant on the lease must fill out a security deposit check return form.

IF you wish to have separate checks a **\$10 separate check fee** will apply for each additional check that is written. The security deposit return form must be filled out in its entirety and each Tenant on the lease must check off the separate check box agreeing to separate checks. We cannot issue separate checks if every person on the lease does not meet the following criteria: addresses are not provided, did not check off the separate check box, and did not sign/fill out the security deposit return form.

Unit Address: \_\_\_\_\_

Tenants: \_\_\_\_\_

## Please check appropriate below:

\_\_\_\_\_ - I/we wish to receive only 1 check issued to **ALL** tenants' names.

Please send our check to the following person. I/we understand that this check will include each tenants name on the check : \_\_\_\_\_

\_\_\_\_\_ - I/we wish to receive SEPARATE checks divided in EQUAL amounts. I/we understand that there will be a \$10 fee for each additional check that is written. (ie. No charge for 1<sup>st</sup> check) and that the separate check fee will be deducted from the security deposit.

1. Tenant Name/Print & Sign: \_\_\_\_\_

Room Occupied: \_\_\_\_\_ Expected move out date \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

2. Tenant Name/Print & Sign: \_\_\_\_\_

Room Occupied: \_\_\_\_\_ Expected move out date \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

3. Tenant Name/Print & Sign: \_\_\_\_\_

Room Occupied: \_\_\_\_\_ Expected move out date \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

4. Tenant Name/Print & Sign: \_\_\_\_\_

Room Occupied: \_\_\_\_\_ Expected move out date \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

5. Tenant Name/Print & Sign: \_\_\_\_\_

Room Occupied: \_\_\_\_\_ Expected move out date \_\_\_\_\_