



Tenant Move-Out Packet & Cleaning Checklist

DuBois Rentals LLC.

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Dear Tenants,

We know you are anxious to leave for summer break! Before you do, please take care of the following items to prepare your rental property for move-out. This is to inform you of the procedures you should follow in order to receive your deposit refund.

To receive your full refunds, tenants must cooperate with one another to prepare the property for inspection. In other words, the tenants must work together to clean and repair any damages caused to the property during your residency. Remember, the costs of cleaning or repairing damages will be deducted **evenly** between **all** tenants' deposits.

Attached is an information packet which contains move-out procedures and checklists. If you should have any questions regarding this notice, please contact us at 513-322-6460. Thanks for your cooperation.

Have a great summer!

Sincerely,

DuBois Rentals, LLC

MOVE-OUT PROCEDURES

DEPOSIT REFUNDS

If you are expecting a deposit refund, we will mail the refunds 30 days after the end of your lease. If you are residing in the property next year, you must bring your deposit to balance after deductions are made from the inspection. In this case, you will receive an invoice payable within 30 days in order to repay DuBois Rentals, LLC for any cleaning or repair costs. We will mail a statement showing the deductions taken, to your home address that we have on file for you. If this address has changed or you would like the statement sent to a different address, please submit the change in writing. A note dropped off, emailed, or mailed to our office would be sufficient. Don't forget to indicate your name and what apartment you are currently living in.

LEASE EXPIRATION

Your lease expires on May 18, 2020. As per your lease agreement, any one tenant who remains on the premises without written permission will cause all tenants of the entire property to be charged \$50.00/day, per full house occupancy. If you need to stay a few days later than your expiration date, please notify our office no later than May 1, 2020 with your request. Any requests after this date will be denied. **ALL KEYS WILL EXPIRE, SO IF YOU WILL BE STAYING ADDITIONAL DAYS YOU WILL NEED TO HAVE YOUR KEYS UPDATED.**

KEY RETURNS** **PAY ATTENTION TO THIS ****

For each key not returned, the Landlord will deduct \$35.00 from the total deposit amount. **REGARDLESS IF YOU ARE RESIDING WITH US NEXT YEAR OR STORING, YOU MUST RETURN YOUR KEYS.**

CLEANING

Please clean your property so we can return your deposit at the end of your lease. Anything left behind will be disposed of. Attached is a cleaning checklist for you to follow!

FORWARDING MAIL

Please file a change of address at the U.S. Post Office to ensure the forwarding of your mail. DuBois Rentals, LLC is not responsible for mail delivered to the rental address after you vacate the premises.

UTILITIES

Please contact the utility companies to disconnect ALL of your utilities. DuBois Rentals, LLC is not responsible for unpaid utility bills.

Duke Energy 800-543-5599
Time Warner Cable 523-6333
Glenwood Energy of Oxford 523-5050

CLEANING CHECKLIST

LIVING AREAS, BEDROOMS, & HALLS

- _____ Clean doors and trim work
- _____ Clean windows and sills
- _____ Clean out closets
- _____ Vacuum Carpets
- _____ Clean walls where necessary
- _____ Clean carpets, if necessary

KITCHEN

- _____ Clean out refrigerator & freezer (defrost),
- _____ Turn refrigerator and freezer off, prop open doors
- _____ Clean floors
- _____ Clean cabinets inside and out
- _____ Clean microwaves
- _____ Clean stove including burners, drip pans, hood, and outside surface
- _____ Clean sink and fixtures
- _____ Wipe down walls, doors, and trim work

BATHROOMS

- _____ Clean toilet (inside and out)
- _____ Clean vanity, sink, and mirror
- _____ Scrub shower/tub area including walls
- _____ Clean floors
- _____ Wipe down walls, doors, and trim work

EVERY ROOM!

- _____ Clean overhead light fixtures (bugs, etc.)
- _____ Remove ALL trash from the property
- _____ Remove any items left in the house (furniture, clothing, etc.)
- _____ Replace burnt out and missing light bulbs to avoid charges

MINIMUM CLEANING/REPAIR DEDUCTIONS:

Damaged or dirty walls	
Trash, unclaimed items, or furniture left on Premises	\$30.00/hour to clean up plus cost to dispose
General cleaning of premises	\$35.00 per room
Dirty refrigerator	\$35.00 each
Dirty Stove	\$40.00 each
Dirty Microwave	\$25.00 each
Dirty Dishwasher	\$25.00 each
Plugged drains/disposals, etc due to tenants' fault	\$30.00 or actual cost per repairman
Window Blinds	Repair or Replace Actual Cost
Keys not turned in	\$35.00 per key
Burnt, dirty or torn carpet or furniture	Estimated cost to repair
Unauthorized locking device on door(s)	\$50.00 each
Missing smoke alarm(s) or fire extinguisher(s)	Actual cost to replace

**** Any items not mentioned above will be charged to the tenant at the estimated cost of total replacement by Lessor. (i.e. damaged or missing furniture)**

IF YOU HAVE ANY QUESTIONS, PLEASE CALL 513-322-6460