



In order to **receive your FULL deposit back** you must follow the move out procedures to assure the property will be left clean and in proper condition.

It is our intention to return 100% of all Security Deposits. Read the attachment below and if you have questions please call the office, 330-535-0099

We need a self-addressed envelope which has your name and forwarding address on it for us to use when mailing your security deposit back. **Please remit a business sized envelope- (4 x 9.5)**

NO SECURITY DEPOSITS WILL BE RETURNED WITHOUT A FORWARDING ADDRESS BEING PROVIDED TO US.

Please do NOT seal your keys in the forwarding envelope.

PROCEDURE FOR VACATING STUDENT RENTAL PROPERTY

In order to **receive your FULL deposit back**, you must follow the move out procedures to assure the property will be left clean and in proper condition.

It is our intention to return 100% of all Security Deposits. **PLEASE leave the place clean so that we do not have to assess charges against you.**

1. Report any damage you have committed individually or as a group. **UNREPORTED DAMAGES WILL BE CHARGED PROPORTIONATELY TO ALL RESIDENTS.** If you would like to notify us of any damage which was committed by another tenant to avoid being charged for it, this **MUST BE DONE IN WRITING.** The person that is taking responsibility for damage must sign the letter or all tenants will be charged proportionally.
2. **The property must be vacated by 12:00 p.m. (noon), per your lease agreement.** If you move out prior to the lease end date, drop your keys and self-addressed envelope at the office immediately.
3. All exterior doors and windows must be locked when you leave the premises. **IMPORTANT:** As each person leaves the premises they need to drop their keys off at our office or drop the keys through our mail slot by 12:00 p.m. (noon). To avoid not being properly credited for the return of your keys, please tape them to a piece of paper with your name and rental address. Also, we need a self-addressed envelope which has your name and forwarding address on it for us to use when mailing your security deposit back. **NO SECURITY DEPOSITS WILL BE RETURNED WITHOUT A FORWARDING ADDRESS BEING PROVIDED TO US IN WRITING. (Do NOT seal your keys in the forwarding envelope)**
4. All papers, newspapers, accumulated junk, wall posters, food in refrigerators, food on shelves, trash in rooms, basement trash, loose papers, bottles, and cans are to be removed. This also applies to trash on porches or in shrubs, yards, and parking areas.
5. You are responsible for the cost of the power scrubbing of the carpet per you contract. It is much easier for you (and us) if the power scrubbing and cleaning is scheduled by our office, but if you choose to schedule this yourself, make sure you turn in a copy of **the professional carpet cleaning company's invoice you use with your keys. If you do not turn in a copy of the professional carpet cleaning invoice (an actual carpet cleaning company – no invoices for machine rental/self-clean will be accepted) we will assume that the carpets have not been cleaned and clean them at your expense.**
6. **The kitchen must be TOTALLY CLEANED!** This includes removal of grease and stains from the walls, shelves, counters, ledges, tops of refrigerators, etc. All refrigerators must be defrosted, wiped out and disinfected. Water resulting from defrosting must be wiped up. All grease is to be removed from the stove including under burners, stove tops, under stove tops, oven inside walls, door, racks and broiler. Remove all aluminum foil and do not replace with new foil. To clean around burners, you must lift the stove top. The sink must be cleaned and floors washed. It is important that stoves and refrigerators are pulled out and floors cleaned below them and walls cleaned behind them.
7. **The bathroom must be TOTALLY CLEANED** including the tub, toilet, showers, sinks, floors and cabinets (inside and out). Clean soap scum and mold from tub areas and showers.
8. Windows must be cleaned with Windex and window sills and ledges must be cleaned with a damp cloth.
9. All light fixtures must have burned out bulbs replaced compact fluorescent bulbs. **Any light bulb which we must replace will cost you \$5.00 each**, so it is in your best interest to have all light bulbs installed (including the basement) just as they were when you took possession.
10. A security deposit reconciliation letter will be sent to you thirty days (30) after the expiration of your lease, provided the aforementioned procedures are followed and you have provided us with your forwarding address in writing.
11. **MAKE SURE TO SCHEDULE A SHUT OFF DATE FOR YOUR CABLE** (along with other utilities for those of you who pay your own utilities.) **THESE COMPANIES WILL CONTINUE TO CHARGE YOU WHETHER YOU ARE THERE OR NOT.**
12. **DO NOT PUT FURNITURE IN DUMPSTER. Place all unwanted furniture beside dumpster.**
13. Change your mailing address with the U.S post office



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Here is a list of **APPROXIMATE DEDUCTIONS** for damage or neglect to be divided by the number of occupants.

1. Unreturned keys which must be replaced	\$10.00 each
2. Walls dirty, or with holes, in common areas Necessitating painting, per room	\$150.00
3. Residents room left dirty	\$50.00
4. Bathroom dirty	\$200.00
5. Kitchen dirty	\$200.00
6. Stove/Oven un-cleaned	\$150.00
7. Refrigerators not defrosted, un-cleaned (EACH)	\$100.00
8. Each bag of trash collected and removed to landfill	\$20.00
9. Furniture and large items abandoned and place out For curb service	As Invoiced to Varsity Rentals by Contractor
10. Broken Windows	\$ as assessed
11. Damage to property	\$ as assessed
12. Carpet burns (iron burns, cigarette burns, etc...)	\$ as assessed
13. Pet stains	\$ Total value of carpet
14. Smoke Damage from Cigarette, cigar, hookah, etc.	\$ 250.00
15. Burned out light bulbs	\$ 5.00
16. All unpaid utilities overages and /or air conditioning	\$ as invoiced Per month
17. All unpaid damages invoiced through-out lease term	\$ as invoiced
18. Vacated with trash and personal belongings left behind	\$ full amount of invoice from From cleaning company

The majority of **ALL CHARGES** which we make against SECURITY DEPOSITS are for the THREE following reasons:

1. **The place is not left as clean as it was when you took possession.** Especially when the kitchens and bathrooms are NOT cleaned and the carpets are NOT vacuumed and cleaned.
2. **TRASH PILES** are left on the curb on the wrong day or left loose or un-bagged in the yard. REMEMBER, trash must be bagged (five bag maximum per premises) and left in the yard between the house and sidewalk (unless it is your normal trash day) or the CITY of AKRON will remove it and you will be fined \$150.00.
3. Almost all of the **CFL/LED light bulbs** are missing or burned out.

The completed move out check list needs to be left on the kitchen counter.

PLEASE TAKE CARE IN THESE AREAS!!!!!!

PLEASE REMEMBER TO TURN IN A SELF ADDRESSED ENVELOPE, SO THAT WE CAN RETURN YOUR SECURITY DEPOSIT IN A TIMELY FASHION.