



Kind Bug Rentals

Move-out Guide & Checklist

6066 Contreras Road • Oxford, Ohio 45056
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www.kindbugrentals.com

GENERAL INFORMATION

UTILITIES: You are responsible for disconnecting ALL of the utilities that you pay. We will not turn them off for you. You must contact the utility companies to inform them that you are vacating the premises or you will continue to be billed. We will not be responsible for unpaid utility bills, or bills incurred for failure to disconnect.

DUKE ENERGY: 800-544-6900

GLENWOOD ENERGY: 523-2555

CITY OF OXFORD - WATER, SEWER & REFUSE: 524-5221

CLEANING: Attached is a checklist for a "move-out" cleaning. You must complete all of the items applicable to your residence. Any items left incomplete will result in our staff contracting a cleaning company and deductions will be taken from the security deposit as deemed necessary.

DEPOSIT REFUNDS: In order to receive your security deposit and disposition, you must provide our office with your new address either via email or provide a self-addressed stamped envelope, if choosing this option please write your local address on the inside flap of your return envelope. All deposits and dispositions will be mailed no later than 30 days after your lease termination date. If you fail to provide a new address, you may pick up your disposition and deposit. Call or email for arrangements, 524-0800 or kind@kindbugrentals.com.

KEY RETURN: Please ensure all keys for your house or apartment, including all door keys and mailbox keys, if applicable, are turned in to our office. A minimum charge of \$20.00 for each key not returned will be deducted from the security deposit.

FORWARDING MAIL: To ensure that your mail is delivered to your new address, you must file your change of address with the US Post Office. Doing so early will ensure prompt mail delivery to your new address. Change of address forms are available at the US Post Office, located on Brown Road. We will not be responsible for any mail delivered to your Kind Bug residence after you have vacated the premises.

Initials

2

DEPOSIT REFUND NOTICE

Now is the time for you and your housemates to work together toward receiving a full refund of your deposit. Below are a few friendly reminders and some helpful hints regarding commonly forgotten items that can lead to costly deductions from your deposit.

Any deductions will be distributed evenly among all Tenants' deposits. 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 it is for our management staff to contract it out and charge it to you.

If you choose to have your unit professionally cleaned, you must bring the dated receipt to our office.

A common item that tends to be overlooked is the replacement/cleaning of air conditioner and/or furnace filters. If you do not know how to clean or change the filters, contact our office at 524-0800 and we will be able to instruct you further. If you have your filter professionally changed or cleaned, please bring the dated receipt to our office before you leave.

Another very costly item that tends to be forgotten is steam cleaning all carpets. You must bring the dated receipt from the company hired to clean the carpets. If you decide to rent equipment and clean the carpets yourself, you must provide the original dated rental receipt and do a satisfactory job (i.e. remove all stains, gum, tar, and extract all water and detergent from the carpets).

Initials

PLEASE RETURN THIS FORM TO US (INITIALED, SIGNED AND CHECKLIST COMPLETED) WHEN YOU CHECK OUT OF YOUR RESIDENCE. SEE INSTRUCTIONS ON NEXT PAGE.

CLEANING CHECKLIST

Property address: _____

DIRECTIONS:

Please check-off each item completed. Each occupant must initial at the bottom of each page (pages 4-7) and sign where indicated on the last page of this checklist. Return this form when you move-out along with all the required keys. Additional copies of the checklist are available by request. This checklist in no way modifies or replaces any of the requirements listed in the previously signed lease agreement.

ENTRYWAY

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

_____ Clean woodwork including baseboards and doors

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all nail holes or other misc. holes in wall with appropriate material and sand smooth

_____ Steam clean carpet, mop vinyl flooring, or clean hardwood floors, whichever is applicable.

_____ Clean closets, dust closet shelves and sweep closet floors (where applicable)

HALLWAYS

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

_____ Clean woodwork including baseboards and doors

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all

Initials

4

nail holes or other misc. holes in wall with appropriate material and sand smooth

_____ Steam clean carpet, mop vinyl flooring, or clean hardwood floors, whichever is applicable.

_____ Clean closets, dust closet shelves and sweep closet floors (where applicable)

LIVING ROOM

_____ Clean blinds

_____ Clean windows and sills

_____ Clean woodwork including doors, baseboards, baseboard heaters, picture railings..

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all nail holes or other misc. holes in wall with appropriate material and sand smooth

_____ Steam clean carpet, mop vinyl flooring, or clean hardwood floors, whichever is applicable.

_____ Clean closets, dust closet shelves and sweep closet floors (where applicable)

_____ Clean wall unit air conditioner and clean/replace filter where applicable

_____ Clean fireplace including mantel, remove ashes, clean doors, dust bricks, remove wax, etc.

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

KITCHEN

_____ Clean refrigerator/freezer inside and out (including top and underneath crisper drawers) turn off and prop doors open. (Leaving fridge doors closed will result in mold/mildew which may result in a deduction from your deposit.)

_____ Clean stove/oven including burners, under burners, drip pans, knobs, racks, drawer, range hood, and all interior and exterior surfaces.

Initials

5

_____ Clean dishwasher, make sure it is empty and all of the water is drained. Be sure to clear the drain of any debris and clean the exterior surfaces.

_____ Clean sinks and faucets. Be sure to remove all hard water and lime deposits.

_____ Clean drawers and cabinets inside and out. Make sure all items are removed.

_____ Clean all countertops.

_____ Clean exhaust fan/range hood

_____ Clean floor, including under appliances. Scour/scrub if necessary depending on floor finish

_____ Clean washer/dryer inside and out. Make sure all lint traps are clean.

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

_____ Clean woodwork including baseboards and doors

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all nail holes or other misc. holes in wall with appropriate material and sand smooth

_____ Clean blinds

_____ Clean windows and sills

BEDROOMS

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

_____ Clean woodwork including baseboards and doors

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all nail holes or other misc. holes in wall with appropriate material and sand smooth

Initials

6

_____ Steam clean carpet, mop vinyl flooring, or clean hardwood floors, whichever is applicable.

_____ Clean closets, dust closet shelves and sweep closet floors (where applicable)

BATHROOMS

_____ Clean mirrors/medicine cabinets

_____ Clean shower/tub, scrub all residue, clean shower doors if applicable

_____ Clean toilet inside and out

_____ Clean sink and cabinet inside and out

_____ Clean light fixtures (make sure they are "bug & dust bunny" free) and replace any blown or missing bulbs

_____ Clean woodwork including baseboards and doors

_____ Spot clean walls as needed

_____ Remove all nails, tacks, stickers, glow stars, etc. from walls and ceilings. Fill all nail holes or other misc. holes in wall with appropriate material and sand smooth

_____ Clean floor

Important: Please Sign Below

Tenant #1: _____

Tenant #2: _____

Tenant #3: _____

Tenant #4: _____

Initials