

BEN PROPERTIES

Move-Out Procedure

Dear Residents:

It is our sincere desire to have the residence returned to us at the expiration of your Lease Agreement with all rent and fees paid in full and the premises left clean and free of damages or alterations. In turn, we will return your Security Deposit to you.

The Security Deposit Disbursement check will be one single check made payable to EVERY person who is currently signed onto the Lease Agreement.

Therefore, to cash this check, all persons on the Lease must endorse this check and/or be present at the bank at the time of cashing. Oftentimes, this is a difficult process for the tenants involved.

To alleviate this problem, BEN Properties will accept a form (attached) to authorize that the check may be written to only ONE (or more, at the discretion of the residents) individual who is currently on the Lease.

This form must be signed by EVERY person who has signed the Lease. In this case, your security deposit will be made payable to only one person, and therefore this one person would then distribute the money.

To help you with your move, we have outlined the following Move-Out Procedure. In accordance with your Lease Agreement, your Security Deposit shall be mailed to you provided that all of the following conditions have been met: If these conditions are not met, costs to remedy will be deducted from your Security Deposit.

1. Your Lease Agreement has expired.
2. You have **paid all rent, late fees, utilities, and other charges in full, without applying your Security Deposit toward same.**
3. You have not breached any provision of your Lease Agreement.
4. You have returned the premises in the same or better condition as when received, reasonable wear excepted.
5. You have followed the housekeeping procedures listed below, leaving the premises in a clean condition, ready for the next resident.
6. You provided a forwarding address in writing via email.

A. Kitchen:

1. Clean refrigerator, moving it out and cleaning behind the appliance. Leave all accessories clean and intact (ice cube trays, vegetable bins, racks).
2. Clean range, including oven, stovetop and burners. Leave all accessories clean and intact (drip pans, racks, broiler pans).
3. Empty and clean all cupboards, drawers and pantries, inside and out.
4. Clean sink and countertops.
5. Clean floor.

B. Bathrooms:

1. Clean tub, shower stall, sink, toilet and counters.
2. Clean all tile and caulking.
3. Clean exhaust fan.
4. Empty and clean out all medicine chests, vanities and linen closets.
5. Clean floor.

C. Walls, Ceilings and Doors:

1. Do not leave dust, dirt, scratches, stickers or holes in or on walls, ceilings or doors.
2. Clean grease, fingerprints or other marks off walls, ceilings, doors, and light switches
3. Unless previously authorized, painted walls must be in original color.

D. Windows:

1. Clean, close and lock all windows.
2. Leave all screens and storm windows in their proper places.
3. Replace all cracked or broken glass.

E. Floors:

1. Leave all tile, linoleum or wood floors clean and free of any scratches or indentations.
2. **Have all carpeting professionally cleaned** and free of stains or burns, **you must present us with a paid receipt for this service** or we will have it cleaned and deducted from your deposit. Many tenants find it easier for us to schedule and pay for cleaning, BUT please give us at least a week's notice.
3. Clean and dust all baseboards and woodwork.

F. General:

1. Completely clear the entire premises (including all closets, storage areas, basements, garages, patios, porches, balconies and yards) of all trash and personal belongings. Items left behind will be considered abandoned and will be hauled AT YOUR EXPENSE.
2. Trash must be taken to curb on your regular trash day. You may not leave trash at curb past your garbage day---a litter fine from the city will result and that will come out of your security deposit. Large items must be pre-arranged with the city. See separate page at the end.
3. Close and lock all doors
4. Clean all light fixtures and paddle fans

G. Other:

1. **All light bulbs, light fixtures, and smoke detectors (including the installed batteries) must be in operable order.**
2. **No missing items, including light fixtures and light bulbs.**
3. Premises must be accessible to Landlord, including all rooms within the premises. **If locks have been placed on bedroom doors and keys not provided to BEN Properties, you will be charged for repairs involved in making the room accessible.**

H. You have notified the utility companies and provided access for final meter readings: **Duke Energy** stop service as of July 26th so that the new tenants will be able to put it into their name. This must be done in early July to ensure DUKE can take care of your request.

IMPORTANT – DUKE ENERGY - DO NOT have the electricity or gas shut off!! If you do, you will be charged the fee to turn them back on.

IMPORTANT – Greater Cincinnati Water Works - Let us know if you want us to deduct the July bill from your deposit or let us know when you have paid the July water bill. We cannot return your deposit until we have confirmation.

Postal Service- go to your local post office and fill out a "Change of Address" form. This will cause your mail to be forwarded to your new residence. If we do not receive a forwarding address from you for the deposit return we will mail it back to your residence with us, in hopes that you had your mail forwarded.

Be sure to take your modem, router, and cable box with you when you vacate your unit. If left behind, they may be discarded, and you will be charged by your service provider for the equipment. (Spectrum/Alta-Fiber)

6. **You must notify BEN Properties when you have completely vacated, leave bedroom keys in the bedroom doors, leave all exterior keys in a visible place in the kitchen. Do NOT leave your house unlocked, if you need to take one key with you that's fine, just throw it away at another location.** You are responsible for the entire lease period, even if vacating early. When you have completely vacated the premises, BEN Properties shall, at their convenience, inspect the residence, unless you have scheduled a walk-through. Deductions will be made from your Security Deposit to compensate for any of the above items with which you have not complied. IF a professional cleaning service is needed at your property, you will be charged \$40.00 per hour, per cleaner used.

If you have any questions concerning our Move-Out Procedure, please feel free to contact us.

Thank you for your cooperation.

Sincerely,
Ben & Jill Novak

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