



HOMETEAM PROPERTIES MANAGEMENT, LLC.

NON RENEWAL
2016 - 2017 MOVE-OUT PACKET



June, 2017

Hometeam Properties Tenants, et. al.
Columbus, OH 43201

Move Out/Deposit Return

Dear Residents:

Thank you for renting with Hometeam Properties Management, LLC over the last year. It was our pleasure to work with you. For the tenants not renewing next year, we have enclosed a packet detailing ways you can help streamline the move-out process.

LAST MONTH'S RENT: Please remember you must pay your last month's rent on or before July 1st, as stated in your lease.

- You **cannot** apply your deposit towards your last month's rent.
- If we do not receive your July rent **paid in full** by the 1st, you will accrue late fees and we will **immediately begin the eviction process**. Any eviction will severely damage your credit report, so please be sure to pay your last month's rent on time and communicate with our office.

KEYS: Having possession of your keys is the same as having possession to your house.

- Please return all keys (including mailbox and bedroom keys if applicable) in a labeled envelope or marked key tag with the property address, which can be picked up at our office at no charge. These should be handed in to office personnel at 222 E. 11th by August 5th at 1:00 PM in order to get credit for their return. Staff will be working late that day, so they must be checked in by our staff, or you will possibly be charged for the cost of a lock change and for additional rent occupation.
- All keys turned in must be properly labeled with the property address for you to receive credit, including all interior keys need to be tagged and labeled.

DEPOSIT CHECK: Your security deposit check will be returned as a SINGLE check made out a single tenant. You will designate who will receive this check on the **Deposit Return Form**.

- If you wish to have the check made out as a MULTIPLE-PARTY check with all tenants' names on the lease and will require the signatures of all tenants to be cashed, you must fill out the appropriate section of the **Deposit Return Form**. There are no exceptions to this. We must receive this form back to our office **before August 5th** to process your deposit return in a timely manner.

If You Are Not Renewing Your Lease, Do Not Turn The Utilities Off! Change Them Beginning August 6th Into Owner's Name! Any damages to appliances i.e. spoiled food in refrigerator or in the unit due to shut off utilities, you will be responsible for replacement costs and fees.

***Remember when moving, make sure that you lock all doors and windows and do not leave the house unlocked. Move out is a time of heightened opportunistic crime in the campus area.

If you have any questions, please feel free to call our office at 291-2600 Monday through Friday between 9am-5pm.
Thank you!

222 EAST ELEVENTH AVENUE, COLUMBUS, OHIO 43201

PHONE: (614) 291-2600 FAX: (614) 291-2601 EMAIL: INFO@HOMETEAMPROPERTIES.NET



2016 - 2017 Security Deposit Return Form

Thank you for renting from Hometeam Properties Management, LLC. It was our pleasure to serve you and we hope that you will lease from us again in the future. You must complete this form and return it to us so that we may return your deposit to you. **This information must be turned in to our office in writing, no exceptions (faxed and scanned email forms are accepted)!** We request that you mail or fax back this form to us immediately!

PLEASE PRINT LEGIBLY

Rented Address: _____ **Lease Start:** 8/20/16 **Lease End:** 8/5/17 **Original Deposit Paid:** _____

Please fill in below the name and new address of the one person on your lease that you are designating to receive your apartment's deposit check. Only one check will be sent for each apartment/house and no exceptions will be made. Your check will be sent out within thirty days of the expiration of your lease or when we receive all of your keys- whichever is later. This form must be filled out properly and completely to assure a timely return of your deposit. **If this form is not filled out completely and with the same return address information by all tenants, we will only send the itemized list of damages. If you would like a multi-party check, where all tenants must be present at the bank in order to cash, this must be requested by all tenants. Simply write "MULTI-PARTY CHECK" on the Name line below and have all tenants sign below. **Note: If a tenant is not present he/she may fax a signature with same information for the individual receiving the check.**

Name: _____

Address: _____

_____ Zip Code _____

Phone #: () _____

E-mail: _____

ALL RESIDENTS ON THE LEASE MUST SIGN THIS FORM BELOW to give us the authority to return your deposit to the above named person. **If your signature is illegible, please print your name below your signature.** Thank you for your attention to this matter. If there are more than fifteen people on your lease, please make additional lines on the reverse side of this page so that all tenants may sign. **Please do not attempt to forge any signatures, because we do verify the signatures with our signed leases and applications.**

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | 11. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |

All tenants on the lease **MUST sign the Security Deposit Return form. **Faxed and emailed signatures are accepted. Multiple forms are accepted, but ALL forwarding names and addresses must match.***



How to get your security deposit returned

The following information is extremely important in order to get your security deposit returned as soon as possible.

- Keys – All keys must be returned properly tagged and labeled, including interior keys to 222 E. 11th Ave. The keys must be handed and checked in by office staff.
- Premises Vacated – You must vacate no later than **1:00 PM** of the day your lease expires (August 5th). Remember that there is a \$100 per day fee for late move-outs in addition to that day's rent (1/30th of one month's rent). Eviction notices will be filed and any charges that arise from next year's tenants having to move in late will be billed back to you.
- Rent – The last month's rent must be paid in full and ON TIME – July 1st! (Your deposit is not to be used for your last month's rent)
- Deposit Return Form (including new address) must be filled out as well as signed by ALL tenants and turned in. Multiple forms with same name and forwarding address are accepted.
- Property Inspection Checklist – We have included a move-out checklist to assist you with the necessary tasks that need to be completed when you move out.

Your Security Deposit will be mailed within thirty (30) days after the expiration of your lease agreement pursuant to Ohio Lease Law. We will mail the Security Deposit Return (SDR) to the **ONE** forwarding address you provide to us on the *Deposit Return Form*. If we are not given a forwarding address, the security deposit will be held until we are contacted in writing and given a forwarding address. A copy will be mailed to the house you leased, if no forwarding address is given.

Enclosed with the check will be a detailed itemization of any and all deductions against your Security Deposit. Once again, the lease is a joint lease and we issue only **one** check per apartment or house. The check contains the names of **all** residents of the apartment who had a valid lease contract with Hometeam Properties Management, LLC for that lease term. If the Security Deposit Return Form is not filled out, we will only send out the itemized list of damages. *If you want the check made out to one person, all residents of that particular apartment must fill out/sign the proper section on the Deposit Return Form. THERE ARE NO EXCEPTIONS!*

In order to receive credit for your exterior/interior/mailbox keys, you must return to a staff member by 1:00 PM on the day your lease expires (August 5th). The keys must be enclosed in an envelope with your full apartment address on it and each key clearly marked. Failure to return all of your keys will result in a door lock re-keying charge of \$180.00. We realize this policy is very strict but it is the result of annual problems that have only been remedied by this policy.

Please make sure that you pay your last month's rent. **Your Security Deposit cannot and will not take the place of your last month's rent.** Anyone who tries to do this will be charged late fees and be subject to eviction. If we have not received your rent by the 1st of July, **we will begin the eviction process** by serving you a 3 day "notice to leave the premises" in order to protect the integrity of our business. Evictions are costly, damaging to your credit, time consuming, embarrassing and they affect all tenants on the lease as well as their co-signers. Please pay your rent on time and communicate with our office.

If you have any questions or a particular situation that is not covered in the move-out checklist, please do not assume anything... **CALL our office at 614-291-2600.**

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Inspection Checklist

This checklist is designed to help you to minimize deductions from your Security Deposit. If you follow the guidelines, it will significantly decrease the chance you will be charged for damages when your Security Deposit is returned. Please note, this is not a complete list. The house needs **completely cleaned, all items removed, and ready for the new tenants to take occupancy.**

- Carpet and Floors
 - Vacuum your carpet thoroughly. If your carpet is still abnormally dirty after vacuuming, you will be charged on a per room basis for cleaning.
 - Remember: Damage to carpet caused by cigarettes, irons, bleach, chewing gum, acetone, peroxide, and red dye #2 (Kool-Aid) cannot be rectified. Stains, burns or gum spots will result in charges for repair or replacement depending upon the location and extent of the damage.
 - If you have hardwood floors, they must be swept and mopped with water and wood-safe floor cleaner; **do not use wax.**
 - Be very careful not to scratch your wood floors when moving your furniture and when moving out. Most of the damage happens during the moving process and large furniture scratches the wood easily. Damages for scratched floors range in the thousands of dollars.
- Walls
 - Please return your unit without the walls being marked up (marks usually can be cleaned with a magic eraser) and without holes larger than a small nail hole.
 - If your walls are abnormally marked up when you vacate your unit, you will be charged for coverage of marks.
 - For larger smudges, scuffs or grimy areas try **diluted** all purpose cleaner. Some paint may come off when you rub, so don't rub too hard or you'll rub through to the drywall paper which is easily damaged by liquid.
 - Damage from adhesive picture hangers that tear the paper will be charged. You will also be charged for removal of adhesive residue (such as blue tack) from any wall or trim surface.
 - Rooms with thumb tacks or nail holes in excessive numbers will result in a spackling charge.
- Kitchens
 - Here are some items most people miss:
 - Remove your food from the refrigerator and freezer. If either is left moldy or messy, a cleaning charge will be taken off of the security deposit. Normal wear and tear is acceptable, but obvious neglect is not. Please clean once emptied.
 - Remove all pots, dishes, silverware, etc. belonging to you. Including items in the dishwasher!
 - **INSIDE THE OVEN AND STOVE TOP BURNERS MUST BE CLEANED!!!**
- Windows
 - The inside (and outside if possible) of all windows should be cleaned. Dust and clean window ledges. Make sure all screens are in (any missing or torn screens should have been reported).
- Fixtures
 - Anything attached to the property as a fixture (i.e. ceiling fans, lights, permanent shelving) must remain intact.
 - If applicable, mini blinds must be dusted or cleaned and placed back on windows or you will be charged for cleaning and damages.
- Basements
 - The basement must be emptied of all property and debris belonging to the tenant. Any items left may be charged to your for removal.
- Outside Areas
 - Porches or decks that you may have should be swept and cleared of debris and furniture.
 - All yard areas (front, side, and rear) must be in similar condition, being especially mindful of broken bottles, cigarette butts and other debris that may have accumulated over the year. Weeds must be pulled.
 - Any furniture or other items that you do not want must be thrown away. Anything large that will not fit in a dumpster must NOT be placed in an alley near a dumpster. There are marked areas for bulk removal. This will be strictly enforced in the campus area this year.
 - We will deduct charges that accrue from hauling anything belonging to tenants from their security deposit.
 - Remember, if one personal belonging or piece of trash is left, it is one too many.

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