



HOMETEAM PROPERTIES MANAGEMENT, LLC.

PARTIAL RENEWAL
2016 - 2017 MOVE-OUT PACKET



June, 2017

Hometeam Properties Tenants et al
Columbus, OH 43201

Partial Renewals

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 personally turn in all keys including bedroom keys (mailbox 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, to a staff member at 222 E. 11th Ave. by August 5th at 1:00 PM, 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.

DEPOSIT CHECK: With some of your roommates moving out and others renewing, **it is very important to have each one of the departing tenants fill out a security deposit return form.** Only after a move out inspection is complete can we send out the deposits to the departing tenants. Please note, we have 30 days from August 5th to return the portion of your security deposit. The remaining deposit will be held over and credited to your account in addition to the new deposits paid by your new roommates (if applicable).

UTILITIES: If the utilities are in the name of the tenants not renewing, please transfer them into another tenant's name. **Please do not shut off the utilities or transfer into the owner's name!** Please understand water must be transferred to another tenants name through our office. Please contact the office to do this.

***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,
Hometeam Properties Management, LLC

222 EAST ELEVENTH AVENUE, COLUMBUS, OHIO 43201

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



2016 - 2017 Partial Renewal 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

Room Description (E.g. Second Floor/First Right Bedroom): _____

Original Deposit Paid: _____ # of Departing Tenants _____ # of New Tenants _____

Please fill in below the name and new address of the person on your lease that will be moving out. This form must be filled out properly and completely to assure timely return of your deposit. **Each tenant that is leaving at the end of this lease term must fill out a separate form. Please make copies as necessary or call our office for more copies.**

Name: _____

Address: _____

_____ Zip Code _____

Phone # () _____

E-mail: _____

New tenants can't move in until August 20th and a move-out inspection on their rooms must be done prior to move in by Hometeam Properties Management, LLC.

We need your forwarding address and signature to return your deposit minus damages. If your signature is illegible please print your name below your signature. Thank you for your attention to this matter.

1. _____

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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.
- 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.

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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