



## IMPORTANT MOVE OUT INFORMATION

**What is my move-out date?** The main move-out date for Iuka Park Commons, 485-487-491 Alden Ave. and 2138 N. 4<sup>th</sup> St. is **AUGUST 2<sup>ND</sup> by 6PM**. If your lease states something different, please call us for verification at 614-294-1684.

**What do I need to do about utilities?** You must keep your utilities on until the last day of your lease (with the exception of cable/internet service.) Please call your providers (AEP, Columbia Gas, Spectrum) to let them know they should end your service on the last day of your lease. **DO NOT FORGET** to turn in any cable/internet equipment or the company will charge you exorbitant fees. Inn Town Homes cannot take responsibility for left-behind equipment.

**How do I return my keys?** All apartment keys must be returned together. Upon moving out, you must turn in ALL resident's key(s) to the apartment at the same time, on or before your move-out date at 6 pm. This includes door keys, mailbox keys, and laundry room keys. If you have roommates leaving earlier, they should leave their key with you so that the final roommate out can submit all keys together. As we deal with COVID-19 this year, we are changing our key collection policy. All keys must now be submitted in a Ziploc bag (clear plastic) with the attached Key Return Form inside the bag. If you cannot print out the Key Return Form, Please transpose the information it requests on your own sheet of paper and include it in the bag. This process is vital for ensuring the safety of our staff and residents through the move-out time. Additionally, please be sure to remove keys from anything attached to them (i.e. hair ties, lanyards, key chains, tags we gave you, etc), as a measure of sanitation. **Please place your sealed key bag in the Dropbox mail slot to the right of the main office door at the Iuka Park Commons leasing office.** \*Failure to submit keys following all guidelines above may result in keys not being recorded. Please note: parking passes do not have to be returned, as they expire on your lease end date.

**Can I park extra vehicles in my lot to move out?** If you need to park a moving vehicle in your lot any time during your move out, please contact us via email [info@inntownhomes.com](mailto:info@inntownhomes.com) to see about obtaining a temporary parking pass for the day desired. If you park in the lot without a temporary parking pass, you will be towed at your own expense. Please note: **WE DO NOT ALLOW PODS, UHAUL PODS, OR ANY BRAND STORAGE CONTAINERS THAT ARE PLACED IN OUR PARKING LOT AND PICKED UP LATER. ANY PODS OR PORTABLE STORAGE PARKED IN OUR LOT WILL INCUR DAILY FINES.**

**Who does our security deposit check get mailed to?** The Security Deposit Check is mailed to an address you provide to us. Note that because you are on a joint lease, we issue only one check per apartment and do not write individual checks. In order to receive back your security deposit, we require you to discuss this with your roommates and then pick one resident to have the security deposit check made out and mailed to. This person will be responsible for cashing the check and dividing it appropriately between roommates. All roommates are responsible for completing a Security Deposit in One Name form to appoint and sign off on this choice. The Security Deposit in One Name Form is due by 7/17/2020. The Security Deposit in One Name form will be emailed to you through DocuSign and should have a subject like "Please DocuSign: Security Deposit in One Name form." Keep an eye out for this email, as it is the only way to access and sign your Security Deposit in One Name form. We recommend discussing who will receive the check with your roommates BEFORE you begin filling out the DocuSign. The first roommate to open the DocuSign will not be able to finish signing without filling in all required fields, so they will need to know ahead of time what roommate to fill in and what that roommate's forwarding address is. You might also want to assign the chosen roommate to complete the DocuSign with their information first, and everyone else can just sign in approval. If any of the non-signature fields on the form are changed after a roommate has already signed, all roommates who have already signed will have to go back in and put your initials next to the change. If everyone communicates beforehand, it should also help eliminate this confusion. Note: You do NOT have to create a DocuSign account after you finish signing, although the website will prompt you to do so. You will automatically be emailed a completed copy of your form once all roommates sign. If you are in a 1-bedroom apartment with us, you will still receive

this DocuSign form to provide us with your forwarding address. Please just fill it out with your own information.

**When do we receive our security deposit back?** Your security deposit will be sent to the address you provide us, postmarked thirty days after the expiration of your lease agreement pursuant to the Ohio Lease Law. Due to our heavy workload during this time of year, returns cannot be mailed any earlier than thirty days. No exceptions.

**How do I get my security deposit back in full?** Keep in mind that many of you rented with a Deposit coupon for \$100 off per person, and your full deposit may be less than a full month's rent. The source of most Security Deposit deductions are late fees for rent, unpaid rent, maintenance repairs due to negligence of residents, unclean apartments, and any damages done to the apartment whatsoever. The check will come with a detailed itemization of all deductions, if any, against your Security Deposit. Cleaning your apartment is a big part of getting your Security Deposit back. Please keep in mind that for you to not be charged for an item of cleaning, we should not have to reclean it, it should be ready for new residents. Please keep in mind that if you took the apartment as-is due to an early move in, you are still responsible for cleaning the entire apartment or you will face cleaning charges. These cleaning tips, while non-exhaustive, should provide helpful guidance while you clean:

- Vacuum your carpet thoroughly
- Wipe off entertainment shelves and clean out your fireplace if you have one
- Pay attention to kitchen appliances: Wipe out your refrigerator, stove top, microwave, drip pans, etc.
- Clean your bathroom thoroughly: toilet, bathtub, bathtub door tracks, mirrors, mop the floor, etc.
- Clean the splatters off kitchen backsplash
- Clean underneath the refrigerator and stove
- Clean inside all drawers and cupboards
- Wipe down and clean the pantry shelves
- Wipe the dust off your cold air return grills, typically located in your living room
- Clean your washer and dryer if you have one: wipe both down with a Clorox wipe. If you see detergent or lint anywhere inside the machine, it isn't clean.
- Wipe off your window sills
- Wipe fingerprints, footprints, scuffs, etc. off your front door
- Bedroom Door Locks: If you put a lock on your bedroom door, remember you must put our original doorknobs back on. Failure to do so will incur fees.
- Look around before you move out to ensure you don't leave anything behind, especially in kitchen drawers and the dishwasher.

If you have any questions please email us at [info@inntownhomes.com](mailto:info@inntownhomes.com) or call us at 614-294-1684 We're working remotely but we're available to help 9-5 weekdays.

*Thank you for living with us, we wish you all the best in your future endeavors!*



## **KEY RETURN FORM**

Apartment address: \_\_\_\_\_

Date Key(s) turned in to Inn Town Homes: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Resident(s) turning in the keys: \_\_\_\_\_

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Resident(s) Phone Number: \_\_\_\_\_

Turning in:

# of door key(s): \_\_\_\_\_

# Mailbox key(s): \_\_\_\_\_

# Laundry key(s): \_\_\_\_\_

**\*\*\*Seal all keys in a clear plastic ziplock (or similar) bag with this completed form. Failure to do so may result in keys not being recorded.\*\*\***

I acknowledge that I (and/or my roommates) will be required to provide Inn Town Homes with a forwarding address for the mailing of our apartment's Security Deposit, submitted on a digital form that Inn Town Homes will distribute to the email addresses on file for each resident.

By submitting keys to Inn Town Homes, I understand I am relinquishing my rights to the above-mentioned apartment, and any property that might have been left behind.

Resident(s) Signature

X \_\_\_\_\_