

UNIVERSITY RENTALS

MOVE OUT INFORMATION SHEET

P.O. Box 5671
Athens, Oh. 45701
(740) 594-9098
www.ourentals.com

Dear Tenants,

Move out day is quickly approaching . We thank you for renting from us for the past school year. Below are some helpful tips upon receiving your security deposit back.

1.) Have all unpaid rents paid.

2.) Cancel all fully paid utilities on present address:

American Electric Power	800-277-2177
Athens City (Water & Trash)	740-592-3347
Columbia Gas	800-344-4077
Time Warner Cable	800-617-4311
Verizon North	800-483-4000

3.) Remove all trash and clean premises thoroughly including but not limited to:

- Appliances
- Bathroom
- Floors
- Walls
- Windows
- Carpets (Steam Cleaners can be rented at Lowes)

4.) Have any old furniture hauled away (Below local companies will take for free):

- Reuse Industries: 594-5103
- New to U: 594-5427

5.) Repair any damage including but not limited to:

- Holes in walls, floors, windows, etc..

6.) Place keys in envelope on kitchen counter.

7.) Security will be sent to one address, please indicate on key envelope. Security will be sent within 30 days of lease ending.

University Rentals will do final inspection when premises is vacated.