

MOVE-OUT PROCEDURES

Due to COVID 19, there may be some delays in respect to tenants who live in certain states with restrictions such that they need additional time to move in/out. We will do our best to coordinate with these tenants. Please be advised that this could affect your request so be sure to confirm approval before finalizing any plans.

DEPOSIT REFUNDS

If you are expecting a deposit refund, we will mail the refunds by June 18, 2020. If you are residing in the property next year, you must bring your deposit to balance after deductions are made from the inspection. In this case, you will receive an invoice payable within 30 days in order to repay CKC RENTAL AGENCY, CLAWSON & CLAWSON, STEWART DEVELOPERS, OR BEECH STREET INVESTORS for any cleaning or repair costs. **We will mail a statement showing the deductions taken, to your home address that we have on file for you. If this address has changed or you would like the statement sent to a different address, please give us something in writing.** A note brought or mailed to our office would be sufficient. Don't forget to indicate your name and what property you are currently living in.

LEASE EXPIRATION

Your lease expires on May 18, 2020. As per your lease agreement, **any one tenant who remains on the premises without written permission will cause all tenants of the entire property to be charged \$30.00/day, per full house occupancy.** Tenants who choose to vacate the premises prior to the end of the lease must notify the Landlord of this action. (email della@ckcrentals.com) If you need extra time due to **COVID19, please EMAIL** our office by **MAY 8th** to make arrangements. (Documentation may be required.) Other tenants may be leasing or storing in your property and we cannot have crossover. We will do our best to coordinate, but we can't do this if we are unaware of your situation.

KEY RETURNS** PAY ATTENTION TO THIS **

For each key not returned there will be a deduct of \$10.00 to \$35.00 from the total deposit amount. Anyone issued a garage door opener will be charged \$75 if it is not returned. **REGARDLESS OF RESIDING WITH US NEXT YEAR, YOU MUST RETURN YOUR KEYS & GARAGE DOOR OPENERS.** There is a dropbox in the 1st flr vestibule of our office. Please be sure to put keys in a bag or envelope with your name & address. Our office is CLOSED, but we are working. Unless you need specific face-to-face service, please use the dropbox. Otherwise, you may call us to discuss an appointment time.

CLEANING

Please clean your house so we can return your deposit at the end of your lease. **Anything** left behind will be disposed of. We have attached a cleaning checklist for you to follow!

FORWARDING MAIL

Please file a change of address at the U.S. Post Office to ensure the forwarding of your mail. CKC RENTAL AGENCY, CLAWSON & CLAWSON, STEWART DEVELOPERS OR BEECH STREET INVESTORS are not responsible for mail delivered to the rental address after you vacate the premises.

UTILITIES

Please contact the utility companies to disconnect ALL of your utilities. CKC RENTAL AGENCY, CLAWSON & CLAWSON, STEWART DEVELOPERS OR BEECH STREET are not responsible for unpaid utility bills. If ALL tenants vacate the premise and NOTIFY Landlord prior to end of the Lease Term, Tenants are still responsible for Utilities unless given permission from Landlord.

Duke Energy 800-544-6900

Glenwood Energy of Oxford 513-523-2555

Spectrum 833-425-0049

City of Oxford Water & Refuse 513-524-5221

Excludes, 110 North Beech, 9 W. High, Stewart Square,
116 Walnut Street, 11 S. Beech Street and 106 W. High St.

CLEANING CHECKLIST

LIVING AREAS, BEDROOMS, HALLS & STAIRWAYS

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|--|--|
| <input type="checkbox"/> Clean doors and trim work | <input type="checkbox"/> Vacuum Carpets |
| <input type="checkbox"/> Clean windows and sills | <input type="checkbox"/> Clean walls where necessary |
| <input type="checkbox"/> Clean out closets | <input type="checkbox"/> Clean carpets |

KITCHEN

- | | |
|--|--|
| <input type="checkbox"/> Clean out refrigerator & freezer (defrost), remove drip pan | <input type="checkbox"/> Clean stove including burners, hood and outside surface |
| <input type="checkbox"/> Turn refrigerator and freezer off, prop open doors | <input type="checkbox"/> Clean sink and fixtures |
| <input type="checkbox"/> Clean cabinets inside and out | <input type="checkbox"/> Clean floors |
| <input type="checkbox"/> Clean out Microwave | <input type="checkbox"/> Wipe down walls, doors, and trim work |
| <input type="checkbox"/> Clean out Dishwasher | |

BATHROOMS

- | | |
|--|---|
| <input type="checkbox"/> Clean toilet (inside and out) | <input type="checkbox"/> Clean floors |
| <input type="checkbox"/> Clean vanity, sink and mirror | <input type="checkbox"/> Wipe down walls, doors and trim work |
| <input type="checkbox"/> Scrub shower/tub area including walls | |

EVERY ROOM!

- ☐ Clean overhead light fixtures (bugs, etc.)
- ☐ Remove **ALL** trash from the property
- ☐ Remove any items left in the house (furniture, grills, clothing, etc.)

STANDARD CLEANING DEDUCTIONS:

- | | |
|-----------------------------------|-----------------------------------|
| Damaged or dirty walls | Estimated cost to clean or repair |
| Trash or garbage left on premises | \$25.00 per hour to clean up |
| General cleaning of premises | \$25.00 per room |
| Dirty refrigerator or stove | \$25.00 each |
| Dirty Microwave | \$15.00 each |
| Dirty Dishwasher | \$20.00 each |

STANDARD REPAIR/REPLACEMENT DEDUCTIONS:

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|--|---|
| Plugged drains/disposals, etc due to tenants fault | \$25.00 or actual cost per statement from repairman |
| Keys not turned in | \$10.00 to \$35.00 per key |
| Burnt, dirty or torn carpet | Estimated cost to repair |
| Unauthorized locking device on door(s) | \$45.00 each |
| Missing smoke alarm(s) or fire extinguisher(s) | Cost to replace |
| Missing or damaged trash container(s) | \$30.00 per container/\$125 per waste wheeler |
| Missing or damaged garage door opener | \$75.00 each |
| Missing or damaged Mattress Covers | \$10.00 each |

** Any items not mentioned above will be charged to the tenant at the estimated cost of total replacement by Lessor.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE!!! 513-523-7263