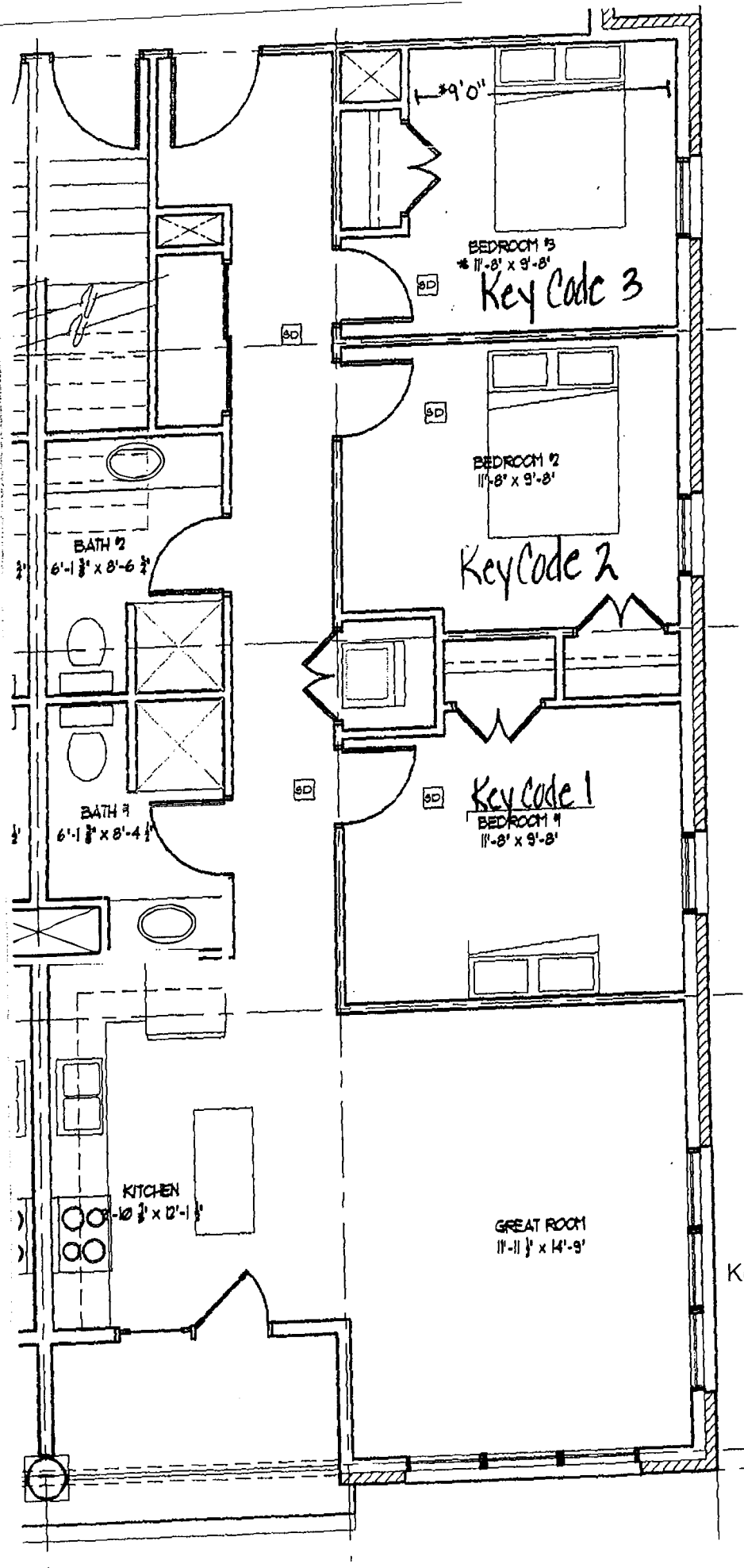


DUE DATE: August 20, 2020

MOVE-IN PACKET GIVEN TO: _____ / 20 **KEY PACKET GIVEN TO:** _____ / 20

[illegible]



Key Code=Bedroom

Rental Move-In Inspection Form



This form must be signed by all tenants and returned to our office by DUE DATE.
Completion of this form will help prevent deduction from your security deposit for pre-existing conditions. Anytime you find a problem during the school year, please report it ASAP.

Property Address:

Move-In	
Entry & Halls	
Entry door	
Lights	
Walls	
Ceiling	
Closets	
Carpet/Floors	
Misc.	
Living Room	
Walls	
Ceiling	
Carpet/Floors	
Windows	
Screens	
Mini-Blinds	
Overhead light	
Furniture	
Fire ext.	
Misc.	
Kitchen	
First floor	
Walls	
Ceiling	
Refrig/Freezer	
Stove/Oven	
Hood/Fan	
Dishwasher	
Disposal	
Microwave	
Sink	
Faucet	
Countertops	
Cabinets	
Windows	
Screens	
Misc.	

Property Address:
7 Wooster Place

Laundry	
Entry door	
Lights	
Walls	
Ceiling	
Closets	
Carpet/Floors	
Washer/Dryer	
Misc.	
1/2 Bathroom	
Floor	
Walls	
Ceiling	
Vent fan	
Sink	
Countertop	
Cabinets	
Toilet	
Lights	
Mirror	
Tub/Shower	
Tile/Grout	
Windows	
Door	
Tissue Holder	
Towel Bars	
Misc.	
Bathroom	
Off 1st bedroom	
Floor	
Walls	
Ceiling	
Vent fan	
Sink	
Countertop	
Cabinets	
Toilet	
Lights	
Mirror	
Tub/Shower	
Tile/Grout	
Windows	
Door	
Tissue Holder	
Towel Bars	

Property Address:
7 Wooster Place

Bathroom	
Off 2nd Bedroom	
Floor	
Walls	
Ceiling	
Vent fan	
Sink	
Countertop	
Cabinets	
Toilet	
Lights	
Mirror	
Tub/Shower	
Tile/Grout	
Windows	
Door	
Tissue Holder	
Towel Bars	
Misc.	
Bathroom	
Off 3rd bedroom	
Floor	
Walls	
Ceiling	
Vent fan	
Sink	
Countertop	
Cabinets	
Toilet	
Lights	
Mirror	
Tub/Shower	
Tile/Grout	
Windows	
Door	
Tissue Holder	
Towel Bars	
Misc.	

Bathroom	
Off 4th bedroom	
Floor	
Walls	
Ceiling	
Vent fan	
Sink	
Countertop	
Cabinets	
Toilet	
Lights	
Mirror	
Tub/Shower	
Tile/Grout	
Windows	
Door	
Tissue Holder	
Towel Bars	
Misc.	
Bedroom	
First left	
Door	
Carpet/Floors	
Walls	
Ceiling	
Overhead light	
Closet/Doors	
Windows	
Screens	
Mini-blinds	
Furniture	
Misc.	
Bedroom	
Second left	
Door	
Carpet/Floor	
Walls	
Ceiling	
Overhead light	
Closet/Doors	
Windows	
Screens	
Mini-blinds	
Furniture	
Misc.	

Bedroom	
Left	
Door	
Carpet/Floor	
Walls	
Ceiling	
Overhead light	
Closet/Doors	
Windows	
Screens	
Mini-blinds	
Furniture	
Misc.	
Bedroom	
Right	
Door	
Carpet/Floor	
Walls	
Ceiling	
Overhead light	
Closet/Doors	
Windows	
Screens	
Mini-blinds	
Furniture	
Misc.	

Tenant Signatures	

Received in Office	
Date	Signature



Tenant Move-In Packet Resource Information

**CKC Rentals, LLC • Clawson & Clawson Rentals, LLC
Stewart Developers, LLC • CKC Rental Agency, LLC •
Beech Street Investors, LLC
Gaslight Avenue at Stewart Square, LLC
125 West Spring Street • Oxford, OH 45056**

513.523.7263

www.ckcrentals.com
della@ckcrentals.com

GUIDELINES FOR TENANTS

Below you will find guidelines that will address and hopefully answer any questions you may have about your rental property. **PLEASE** read this information and keep this packet to refer to throughout the school year to help you if a problem arises. Keep in mind that all of this information might not apply to your particular unit. We encourage you to review your lease agreement to note any items not covered below.

GENERAL MAINTENANCE

General maintenance of the unit is your responsibility. General maintenance includes replacement of light bulbs, and smoke detector batteries. If you contact your landlord for repairs due to tenant (or tenant's guest) negligence, the tenant(s) will be billed for any repairs. Examples include clogged toilets, clogged garbage disposal, broken windows, missing screens, etc.

Please note: tampons, disposable wipes, etc. are NOT to be flushed in the toilet.

REFUSE/TRASH REMOVAL

Please know the proper location to dispose of your refuse. Garbage is not permitted to sit in hallways, porches, etc. It must be taken to the proper location (rollaway cans, designated dumpster, etc.) If you live in an apartment complex, there will be a map showing the proper location for you to dispose of your garbage. If you live in a house, check with the City of Oxford to know the day of the week your rollaway cans must be taken to the curb.

BREAKER BOX

Your circuit breaker box may be located in the laundry room, basement, or utility closet. Please locate this as soon as you move in. Keep a flashlight handy in case your electricity goes out. If your electric does go out, you may have tripped a circuit breaker. **THIS CAN HAPPEN IF YOU OVERLOAD THE CIRCUIT.** Open your breaker box and locate the switch that indicates "OFF." This switch needs to be flipped to the "ON" position. If none of the switches are off, start flipping each switch, one at a time. If this fails to turn your electricity back on, contact DUKE ENERGY at 800-544-6900.

If DUKE ENERGY is unable to help you, contact our office at 513-523-7263.

APPLIANCES

Your unit may be equipped with several major appliances. If a serious problem occurs, report it to the office and we will schedule a repairman. However, many minor problems can be remedied or even prevented by proper use and care of appliances.

DISPOSAL: If the disposal jams, turn the power off & clean out the disposal as much as possible. **DO NOT** put your hand down the drain. Many times, there is an orange/red button on the disposal under the sink: push it. Turn the water on and try running the disposal again. Be careful with bottle caps and silverware. These items can seriously damage a disposal; and, as a result, become a costly repair for you.

WALLS

To protect the paint and plaster, do not apply plastic-tac or tape to the walls. Use only picture hangers. Be advised that any damage done to the walls must be repaired by the tenants prior to move-out. Any drywall repair and/or painting done by our staff after move-out will result in deductions from your security deposits.

TOILETS

Clogged toilets/overflows are common problems resulting from tenant misuse. To prevent clogging and/or overflowing, **DO NOT flush items such as paper towels, tampons, facial tissues, or DISPOSABLE towels.** (Even if the package says “flushable,” they tend to cause plumbing problems.) Preventing overflows is much easier than cleaning up the mess and damage that an overflow can cause. You should keep a plunger handy in case the toilet becomes clogged.

YOU WILL BE CHARGED IF TOILET IS CLOGGED FROM TENANT MISUSE.

PETS

NO PETS of tenants or guests are allowed in any of our rental properties at **any** time. If we see a pet at your residence, you will be contacted immediately and charges will be assessed as per your lease.

Housing a pet is grounds for eviction AND fines.

PESTS

Leaving your doors and windows open for extended periods of time or poor housekeeping habits can introduce crawling and/or winged pests into your unit. If you feel you have a pest problem, call our office and we will arrange a time to spray. If it is determined that the pest problem, including bed bugs, was due to tenant negligence, tenant(s) will be charged for the service.

ROOFS

At no time are tenants permitted on the roof of the property. Not only does a city ordinance prohibit this activity, but you can also be evicted. *If we catch you on the roof, you will automatically lose your entire deposit amount.*

PUBLIC AREAS

No personal items (i.e.: bikes, sports equipment, garbage, etc.) are to be left in the hallways, egress, ingress, or in any of the public areas. A bike rack may be on the property for storage of bikes. Tenants with decks/porches/balconies/skydecks are PROHIBITED from using open flames (grills, outdoor fireplace, etc.) as it creates a fire hazard. **Stewart Square Tenants:** Tenants may enjoy the deck as a privilege at their own risk. The water feature is for décor, not swimming. Use of the deck maybe revoked if misuse or vandalism by tenants and/or their guests occur.

DISHWASHER

Dishwashers have a light switch for power located either around the sink or under the sink cabinet. The switch must be set on the “up” position for the dishwasher to operate.

STOVE

When operating the stove, the exhaust fan must be turned on.

FIRE SAFETY

The fire extinguisher for your apartment is located in your kitchen area. Please locate this as soon as you arrive. If you ever use the extinguisher, you must notify your landlord so we can have the extinguisher recharged. If your smoke alarm is hardwired, there are back up batteries as well. Tenants are responsible for replacing the smoke detector battery, a 9-volt. Do NOT disable a smoke detector. This is for your life safety.

FIRE HAZARD

Storage is not permitted in closets with your furnace and hot water heater. Please do not keep any items in this area. Plastic bags and/or any paper items are a huge fire hazard. Stay away from brown extension cords. Please use a power strip when plugging in multiple items. (i.e., cell phone chargers, computers, blow dryers, etc.)

EMERGENCIES

An emergency is defined as a situation in which either the tenant(s) or the property will suffer a loss if the situation goes uncorrected until the office is open. Examples of an emergency would be a water line break, fire, gas leak, vandalism, etc. **PLEASE DO NOT CALL THE OFFICE FIRST DURING AN EMERGENCY. YOUR SAFETY COMES FIRST. OUR NOTIFICATION COMES SECOND.** Please be advised that in the event of vandalism, such as a broken window, you must contact the police immediately. Any repairs that need to be made will be charged to you without proof of vandalism. A police report will be required in such an event.

An emergency is not defined as being locked out of your room or house, clogged toilet, etc. These are examples which can be handled by the tenants or if necessary, through our maintenance department during our working hours of 8:00-5:00 Monday through Friday.

If the Fire Department, Police, or Oxford Natural Gas has been called, please contact Pam Lindley at 513-839-0148.

If it is a Non-Public Authority Emergency such as inside plumbing line break, sewage backup, contact Pam Lindley 513-839-0148.

Emergency numbers:

EMERGENCY: 911
GAS – GLENWOOD ENERGY: 513-523-5050
NON-EMERGENCY POLICE/FIRE 513-523-4321

KEYS LOST OR NOT RETURNED

You will be responsible for returning your keys at the end of your lease, regardless if you have signed a lease for the following year. Any keys not returned and/or lost will result in a charge of \$35.00 per key.

PARKING GARAGE OPENER

If applicable, you will be responsible for returning the garage opener at the end of your lease, regardless if you have signed a lease for the following year. Any garage opener damaged or lost will result in a \$75.00 charge.

PARKING

Your lease will describe the designated area for parking, if any. If your property has assigned parking, please park in your assigned parking spot **ONLY**. Violators of our parking policies may be ticketed and/or towed at their own expense. Tickets will **NOT** be voided for **ANY** reason. If your property does not provide for parking or in the case of a snow emergency, please review the City of Oxford's parking policy and available Miami University parking for Off-Campus Students.

GUEST PARKING

Visitor Permits are required for tenants of Stewart Square. Any tenant who has a guest must come to CKC office and register. A Visitor Permit will be given at the time of registration and will be assigned to a designated area. Visitors not parked in the designated area may be ticketed or towed.

SECURITY-ELECTRONIC LOCKS

When issued a key, **remove** the keytag which is labeled with your property name so if lost, your property location will not be known. Most entrances to the buildings are locked 24/7 with the exception of a few that may be programmed to unlock during the hours of 7am-7pm. Please be aware that the main entrance, during the locked hours, operates as follows. **TO ENTER FROM OUTSIDE:** When locked, place the stub of electronic key inside the keyhole. You do not need to turn anything. The light will turn green and you will be able to open the door. There is only a limited amount of time for which the door will remain unlocked before the system will secure the door again. **TO EXIT FROM INSIDE:** Likewise, when exiting, a motion detector inside the vestibule will recognize movement of someone approaching and unlock the door. **NOTE:** This will time out and if someone does not exit within a certain amount of time, the door will relock. If this should occur, there is a **RED BUTTON** that can be pushed to allow the door to unlock again.

We suggest that you keep all of the information provided in this packet in a safe location. When your lease expires, the information will be helpful for the move-out process. You might want to consider keeping your key tags in the envelope to ensure all of the keys are returned at move-out (you will be charged for any lost keys). Any key not returned within 14 days upon vacating property will be considered non-refundable.