



## Helpful Move-Out Tips

These are guidelines to follow when moving out to ensure the return of your security deposit:

1. As part of your lease, **you are responsible for returning the apartment to MOVE IN CONDITION.** As part of your original lease, and as part of this package, you received a "Schedule of Move Out Costs" outlining the costs you will incur if you do not clean the apartment according to the terms of your lease.
  2. We strongly suggest that you use the cleaning company **REFLECTIONS CLEANING, LLC** to have them professionally clean your apartment. Aqua Marine uses their services regularly and **REFLECTIONS CLEANING, LLC** is familiar with our standards. They will clean tubs, showers, appliances, cabinets, counters, mirrors, and wash down hard-surface floors. You may simply let us know that you wish for **REFLECTIONS CLEANING, LLC** to clean and leave payment for their services (in the form of a check made payable to **REFLECTIONS CLEANING, LLC** in the baggie provided to be returned to the office along with your keys and pool pass. The MANAGEMENT OFFICE WILL SCHEDULE THEIR VISIT after you have vacated the unit.
    - a. **REFLECTIONS CLEANING, LLC:**

<b>One bedroom unit:</b>	<b>\$160</b>
<b>Two bedroom unit:</b>	<b>\$180</b>
<b>Three bedroom unit:</b>	<b>\$200</b>
- Regardless if you are cleaning the apartment yourself or plan on using **REFLECTIONS CLEANING, LLC**, **you must make sure to leave the apartment free of debris and any personal items. All trash must be removed.**
3. Upon vacating the unit, **all debris and personal effects must be removed.** If you leave debris, and/or leave trash behind, there will be added charges for that additional cleaning service.
  4. Clean the kitchen, thoroughly, including:
    - a. Stove: inside, burner drip pans, control knobs, etc.
    - b. Freezer: door compartment, walls, ice compartment, and bottom.
    - c. Counter and sink.
    - d. Cupboards: remove all contact paper and clean interior and exterior surfaces. Wipe down insides of cabinetry and drawers.
    - e. Floors: sweep clean and wash all hard-surface areas.
  5. Leave all light fixtures in place and clean.
    - a. Make sure all light bulbs work
    - b. You will be charged for replacing light bulbs-**if there are bulbs needing replaced, leave replacements on the kitchen counter and we will replace for you.**

6. Remove all trash, furniture, food, hangers, and phonebooks. Clean out closets completely.
7. Remove all shelf and/or contact paper from cupboards, closets, drawers, and shelves.
8. Remove any Vinyl lettering or pictures that you may have installed on the walls. If you leave them on walls, there will be a minimum \$50 charge per location to remove them.
9. Wipe down light switches and clean heat registers.
10. We expect to do normal wear and tear painting after you have vacated.
  - a. Picture hanging nails can be left in the walls.
  - b. If you painted your apartment, you are ok if our paint will cover in one coat. If not, you may want to prime it once or twice with a bone white color paint to avoid extra charges for multiple coats.
11. Sweep the porch and remove all plants and other items.
12. Remove personal window treatments and the mini blinds should be wiped down.
13. Clean all windows and doors.
14. Clean all bathrooms thoroughly, including toilet, sink, and vanity (including underneath), and mirrors.
15. Leave the heat at 65 degrees in winter and air conditioning at 75 degrees in summer.
16. Set refrigerator and freezer on low with the doors shut.
17. Close and lock all windows and doors.
18. Turn in all keys (original and copies) with your forwarding address by midnight on your move-out day. **Put both garage door openers in with your keys. You will be charged \$35.00 each if they are not returned.**
19. For **Townhome residents**: If you want to take advantage of bulk trash removal, plan ahead for this. If you leave large items or excessive garbage behind, you will be charged for its removal. You'll need to coordinate your trash disposal with the trash day previous to your move out. You will be charged for trash items that do not fit into your trash containers after your departure. **DO NOT CANCEL YOUR SERVICE UNTIL THE TRASH DAY FOLLOWING YOUR MOVE OUT !!!**
20. For **Mid Rise-Gardens residents**, you must place all trash in the dumpsters. **DO NOT LEAVE ANY TRASH OUTSIDE THE DUMPSTERS FOR ANY REASON. DO NOT PLACE LARGE ITEMS SUCH AS FURNITURE, LARGE BOXES OR ANY OTHER LARGE ITEMS INSIDE THE DUMPSTER. You are responsible for the disposal of these large items yourself. You will be charged for special pickup of large items noted previously, and for the labor to move items left behind. Contact the leasing office to make arrangements for large items you don't want.**

21. **Contact the following services to cancel service out of your name. You may be charged the minimum gas and electric bill while the unit is vacant but it is easier for the next tenant to initiate service in their name if it is out of your name.**

<b>Electric Service</b>	The Illuminating Co.	800-589-3101
<b>Gas Service</b>	Columbia Gas	800-344-4077
<b>Telephone Service</b>	Century Link	800-201-4099
<b>Cable Service</b>	WOW	866-496-9669
<b>Cable Service</b>	Spectrum Cable	877-772-2253
<b>Trash Removal (townhomes)</b>	Kimble	800-201-0005

\*\* If you have a second line, all phone jacks must be put back on one line or you will be charged accordingly.

\*\*Return cable box/modem directly to the Spectrum office in North Olmsted- located at 24910 Lorain Rd. – Monday thru Friday 9a-5p (closed 1:30p – 2:30p).

\*\*If any cable equipment is left in the apartment or our office and is lost, you can be charged by Spectrum or WOW. Natalie, our WOW rep, can pick up your cable equipment at the clubhouse for you.

**Postal Service- Avon Lake Post Office** at 933-4246 for change of address information. Or do online. All mail is held at the post office. Make sure you contact the post office at least 2 weeks before your actual move-out date. Include the names of all residents – including maiden, married and roommates. [Visit USPS.com](https://www.usps.com) do take care of this easily online.

Once you have turned in the keys, **we will assume anything left in the apartment is unwanted and will be removed.** Please make sure to check the apartment thoroughly before you leave. Once we have the keys in our possession we will immediately begin refurbishing the apartment and the staff is instructed to remove anything left.

**Thank you for choosing Aqua Marine Apartments as your home!**

## Apartments Move Out Cost Schedule

### Cleaning and Repair Charges

Prior to vacating the premises, if you do not clean the items below and leave them in satisfactory working order, the following charges will be deducted from your security deposit or owed to us if your security deposit is insufficient to cover charges. You will be charged the listed amount for each instance in which a listed item must be cleaned or repaired. The prices given for the items below are average prices only. If a higher cost for cleaning or repairing an item is incurred, you will be responsible for paying the higher cost. Please note this is not an all-inclusive list. You can be charged for cleaning and repairing items that are not on this list.

<b>Cleaning</b>		<b>Replacement Charges</b>	
Total unit clean-standard	\$125 to \$150	Light bulbs	\$5 each
Oven	\$30	Unreturned keys	\$20
Microwave	\$10	Unreturned garage openers	\$30 each
		Locksmith lock changes	\$150
Refrigerator/Freezer	\$40	Flooring replacement	varies
Dishwasher	\$10	Appliance parts	varies
Cabinets/Counters	\$30/room	Garbage disposal replacement	\$125
Washer/Dryer	\$10	Mirrors	\$100 each
Hard Surface Floors	\$30/room	Window Blinds/Vertical Blinds	\$40 to 50 ea. \$10 per slat
Remove Vinyl Lettering on Walls	\$75+ per	Light fixtures glass	\$30+
Extraordinary clean needs are costed per job	Per job	Light fixture replacement	\$75+
Toilet	\$15	Remove trash left in garage	\$50+
Tub	\$15	Inside removal furnishings trash etc	\$40/man/hr
Walk in shower and doors	\$30	Painting	
SMOKERS/Cooking Odors duct cleaning	\$350	2 <sup>nd</sup> coat required	\$100-300
SMOKERS/Cooking Odors-extra carpet cleaning and odor treatments	\$150+	SMOKERS/Cooking Odors repaint w/ odor control includes ceiling repainting/extra coat	\$400+
Leaving furniture outside dumpsters	\$50+	Common areas damage during move	varies

To insure the full refund of your security deposit, don't forget to remove any additions to the apartment, such as paper towel holders and the like. Please leave all nails and hooks in the walls. Our maintenance staff will remove them after you vacate. All keys should be turned in to the Leasing Office and garage remotes should be left in a kitchen drawer. If you have any questions, don't hesitate to call the office.

**Please note that you are responsible for returning the apartment into move-in condition, except for painting and a regular carpet cleaning.** I have read the Move-Out Cost Schedule and agree to the terms and conditions set forth in this document by Delaware Aqua LLC/Ohio Aqua LTD/V.I.P. Property Management.