

BEN
PROPERTIES
Move-Out Procedure

Dear Residents:

It is our sincere desire to have the residence returned to us at the expiration of your Lease Agreement with all rent and fees paid in full and the premises left clean and free of damages or alterations. In turn, we will return your Security Deposit to you.

We strongly recommend that you schedule a walk-through move-out appointment with us. To qualify for a walk-through, you and all roommates must be completely vacated from the property including all cleaning finished prior to the last day of your lease. We can schedule these appointments between 9a-6p; however, you must show up on time or forfeit your walk-through. These appointments will be on a first-come first-serve basis, so you may call or email us to set this appointment.

The Security Deposit Disbursement check will be one single check made payable to EVERY person who is currently signed onto the Lease Agreement. Therefore, to cash this check, all persons on the Lease must endorse this check and/or be present at the bank at the time of cashing. Oftentimes, this is a difficult process for the tenants involved.

To alleviate this problem, BEN Properties will accept a form (attached) to authorize that the check may be written to only ONE (or more, at the discretion of the residents) individual who is currently on the Lease. This form must be signed by EVERY person who has signed the Lease. In this case, your security deposit will be made payable to only one person, and therefore this one person would then distribute the money.

To help you with your move, we have outlined the following Move-Out Procedure. In accordance with your Lease Agreement, your Security Deposit shall be refunded to you by thirty days after expiration of your lease, provided that all of the following conditions have been met: If these conditions are not met, costs to remedy will be deducted from your Security Deposit.

1. Your Lease Agreement has expired.
2. You have paid all rent, late fees, utilities, and other charges in full, without applying your Security Deposit toward same.
3. You have not breached any provision of your Lease Agreement.
4. You have returned the premises in the same or better condition as when received, reasonable wear excepted.
5. You have followed the housekeeping procedures listed below, leaving the premises in a clean condition, ready for the next resident.

A. Kitchen:

1. Clean refrigerator, moving it out and cleaning behind the appliance. Leave all accessories clean and intact (ice cube trays, vegetable bins, racks).
2. Clean range, including oven, stovetop and burners. Leave all accessories clean and intact (drip pans, racks, broiler pans).
3. Empty and clean all cupboards, drawers and pantries, inside and out.
4. Clean sink and countertops.
5. Clean floor.

B. Bathrooms:

1. Clean tub, shower stall, sink, toilet and counters.
2. Clean all tile and caulking.
3. Clean exhaust fan.
4. Empty and clean out all medicine chests, vanities and linen closets.
5. Clean floor.

C. Walls, Ceilings and Doors:

1. Do not leave dust, dirt, scratches, stickers or holes in or on walls, ceilings or doors.
2. Clean grease, fingerprints or other marks off walls, ceilings, doors, and light switches
3. Unless previously authorized, painted walls must be in original color.

D. Windows:

1. Clean, close and lock all windows.
2. Leave all screens and storm windows in their proper places.
3. Replace all cracked or broken glass.

E. Floors:

1. Leave all tile, linoleum or wood floors clean and free of any scratches or indentations.
2. Have all carpeting professionally cleaned and free of stains or burns, you must present us with a paid receipt for this service or we will have it cleaned and deducted from your deposit. Many tenants find it easier for us to schedule and pay for cleaning, BUT please give us at least a week's notice.
3. Clean and dust all baseboards and woodwork.

F. General:

1. Completely clear the entire premises (including all closets, storage areas, basements, garages, patios, porches, balconies and yards) of all trash and personal belongings. Items left behind will be considered abandoned and will be hauled AT YOUR EXPENSE.
2. Trash must be taken to curb on your regular trash day which will be the week of July 22nd. You may not leave trash at curb past your garbage day---a litter fine from the city will result and that will come out of your security deposit. Large items must be pre-arranged with the city. See separate page at the end.
3. Close and lock all doors
4. Clean all light fixtures and paddle fans

G. Other:

1. All light bulbs, light fixtures, and smoke detectors (including the installed batteries) must be in operable order.
2. No missing items, including light fixtures and light bulbs.
3. Premises must be accessible to Landlord, including all rooms within the premises. If locks have been placed on bedroom doors and keys not provided to BEN Properties, you will be charged for repairs involved in making the room accessible.

H. You have notified the utility companies and provided access for final meter readings: Duke Energy ask them to "take the service out of your name" as of August 1st so that the

new tenants will be able to put it into their own name on August 1st. This must be done in early July.

IMPORTANT – DUKE ENERGY - DO NOT have the electricity or gas shut off!! If you do, you will be charged the fee to turn them back on.

IMPORTANT – Greater Cincinnati Water Works - BEN Properties will read the meter on the last day of your lease) and call in the reading. Your final bill should be ready by the first week of August.

DO NOT have the water shut off!!

If you do, you will be charged the fee to turn it back on. Your water bill **MUST** be paid in full by August 10th or it will be deducted from your security deposit.

Postal Service- go to your local post office and fill out a “Change of Address” form. This will cause your mail to be forwarded to your new residence.

6. You have notified BEN Properties when you have completely vacated, leave bedroom keys in the bedroom doors, leave all exterior keys in a visible place **ON THE KITCHEN COUNTER** and leaving **ONLY ONE FORWARDING ADDRESS IN WRITING** on the form provided. You are responsible for the entire lease period, even if vacating early. When you have completely vacated the premises, BEN Properties shall, at their convenience, inspect the residence, unless you have scheduled a walk-through. Deductions will be made from your Security Deposit to compensate for any of the above items with which you have not complied. **IF** a professional cleaning service is needed at your property, you will be charged \$40.00 per hour, per cleaner used.

If you have any questions concerning our Move-Out Procedure, please feel free to contact us.

Thank you for your cooperation.

Sincerely,
Ben & Jill Novak

PO Box 19762, Cincinnati, OH 45219

BENProperties@cinci.rr.com

City of Cincinnati – Trash – Please READ

Bulk Item Collection

Up to 5 bulky items can be scheduled for collection by phone with Customer Service at 513-591-6000 or at 5916000.com. Users of the [Fix it Cincy! app](#) can also file for bulk item collection, as well as request other services provided by the City. Only locations eligible for garbage collection from the City (i.e. NON-commercial entities) are entitled to use the bulk items program. No online requests are accepted due to a limited number of items that can be collected daily from residences that are eligible for City collection. Any buildings that are not eligible for City collection are considered commercial and will need to contact a City of Cincinnati [registered waste hauler](#). Bulk items will be collected on the scheduled day which will be the regular collection day for the location or on Fridays. If too many locations are scheduled a given week, DPS may need to collect the items on Saturdays.

Items must be placed by the curb in a place accessible for automated collection (no obstructions, low-hanging wires or branches, parked cars etc.) When possible, the items should be placed on the driveway apron for ease of collection. Items should not have garbage or other items stacked or leaning on them. No more than 5 bulk items can be collected per scheduled collection; if more than 5 items are set out, the property owner will be cited for illegal set-out. Bulk items must be placed at the curb no earlier than 5 p.m. on the day preceding the scheduled collection, and no later than 6 a.m. the day of the scheduled collection. Your trash collection day is Monday. Take trash out Sunday evening. Bring empty cans back from curb by Monday evening or the City could fine you for failure to do so.

Examples of materials that can be placed in the cart:

- Household garbage
- Sawdust (only if placed in a sealed bag)
- Hypodermic needles and sharps (only if placed in a rigid container with lid before it is placed in the cart and marked "sharps")
- Paint cans that have the lid removed and the paint dried out.
- Carpet can be placed in the cart if it fits inside the cart with the lid closed
- Up to 3 items that do not fit in the cart that are less than 40 lbs. and no larger than 3' x 2' x 2' can be placed next to the garbage carts for collection by the crews. If the item exceeds these dimensions, it must be scheduled for bulky collection. See below for items that can be placed outside the cart

BEN
PROPERTIES

We, the Tenants of _____, Cincinnati, Ohio
hereby agree to have our Security Deposit Disbursement check made payable
only to the following person(s): _____
for the Lease period from August 1, 2018 – July 28, 2019.

Please mail check to the forwarding address below:

_____ City _____ State _____ Zip _____

Signed and Agreed to by:

Tenant _____	Date _____
Tenant _____	

This form must be received by August 5, 2019 for processing or check will be made payable to all listed on lease.

PO Box 19762, Cincinnati, OH 45219
BENProperties@cinci.rr.com www.benproperties.com