

MOVE-IN DAY - KEY PICK-UP - SUNDAY, MAY 4, after 1pm



retrieve your keys from the container at the
top of the steps outside our office door

@70 B N. COURT ST. (above Import House)

door down is always unlocked, keys available 24/7;
they stay on the stoop until retrieved. Help yourself.

L'HEUREUX PROPERTIES

70B North Court St. Athens, OH 45701
(740)592-5036 or Fax: 592-5415

MITCHELL & L'HEUREUX GENESIS III

Office Hours, Monday-Friday 11:00 a.m. TO 5:30 p.m.
LHXPROP.COM DEBBIE@LHXPROP.COM

MOVE-IN INFORMATION

UTILITIES: become tenant's responsibility on SUNDAY, MAY 5, 2024. (If any utilities are included in your rent, it's marked "PAID") Tell utility company your lease begins May 5, you'll only be billed from that date forward.

Please remember, any and all utility bills that arrive at our office, still in the landlord's name after May 5, results in a \$10-per-bill penalty to tenants.

- **GAS: Columbia Gas** 1-800-344-4077. A security deposit is required.

<http://columbiagasohio.com> Gas appliances in your residence are . . .

(CIRCLED) furnace hot water tank range none

- **ELECTRIC:** 1-800-672-2231 - **AEP**. A security deposit is required.

<https://www.aepohio.com/> Your residence heats with (CIRCLED) gas electric

- **WATER / TRASH:** No service sign-up or deposit is required. If your rent does not include water / trash / recycling, Athens City sends statement to your house / apt. addressed to "Current Tenants." Send payment directly to the City; Utilities Billing: 8 E Washington, Athens, 740-592-3347.

Containers should be taken to the curb early (sunrise) on the trash day; your pick up day is . . .

(CIRCLED) Mon Tues Wed Thurs Fri

FYI, once trash / recycling is collected, containers should be promptly returned to their storage place behind the residence (by sundown)

- **TV CABLE / INTERNET:** <https://www.spectrum.com/?cmp=TWC>

- **ATHENS CITY WEBSITE:** <http://www.ci.athens.oh.us/>

MAINTENANCE REQUESTS:

- **GENERAL MAINTENANCE: Maintenance crew hours are 8am-4pm M-F.** Report problems directly to office staff during business hours (Monday - Friday, 11am-5:30pm) Call 740-592-5036 or email **DEBBIE@LHXPROP.COM**. Before/after 11am-5:30pm and on weekends, call answering service at 740-592-5036; leave a clear message that includes name, address, call back number, plus description of problem; issues reported later in the day, may not receive immediate attention.

A DRIPPING FAUCET OR RUNNING COMMODORE SHOULD BE REPORTED PROMPTLY!!

- **EMERGENCY MAINTENANCE REQUESTS:** report them by calling during business hours, 11 a.m. and 5:30 p.m., Monday- Friday, 740-592-5036. Call during office hours, **DON'T EMAIL**, emergency maintenance!
- **CHECK-IN FORMS:** as per your lease agreement, forms will only be accepted as documentation of condition at move-in, until May 15.

PAYMENTS:

- Rent payments may be paid in person during office hours, (cash, check or money order) at 70 Court St., Suite B, Athens (2nd floor above "Import House") or mailed. After office hours, you may drop your payment in the L'Heureux drop box at the top of the stairs. Also, please don't leave payments in our mailbox on the ground floor, USPS frowns on that.
- We gladly accept credit or debit cards and checks-by-phone, in addition to cash, check or money order. (2% convenience fee for electronic payments is added)
- Contact the office if your payment will be late. Your contract requires a late charge of **\$2 a day**, for each day past the due date.

SUBLEASING:

- If a change of status necessitates you leave OU and/or Athens; you may sublet the remaining term of your contract, with our consent and that of any other person listed on your lease. Contact Debbie for stipulations.

Feedback from tenants is always appreciated. We continue to work on improvements in a number of residences on a priority basis, many ideas originating from tenants, concerned about better living conditions.

EMAIL ADDRESSES

Debbie Allen, Administrative Assistant, DEBBIE@LHXPROP.COM

Jennifer Folk, Accounts Manager, ATHENS@LHXPROP.COM

David L'Heureux, Facilities Management, DAVID@LHXPROP.COM

CHECK-IN FORM / complete & return in envelope provided

(SIDE 1)

*Each tenant is requested to submit a check-in form within a week of lease start-date.

APT./HOUSE: _____ DATE: _____

NAME: _____ ROOM: _____

GENERAL CONDITIONS:

Paint	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW
Carpeting	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW
Cleanliness	_____ POOR	_____ FAIR	_____ GOOD	_____ NEW

Are all electrical outlets/switches working properly?	_____ YES	_____ NO	
Is the ceiling fan and/or air conditioner working?	_____ YES	_____ NO	_____ N/A
Is the heating system working?	_____ YES	_____ NO	
Is there hot water?	_____ YES	_____ NO	
Are there any broken or cracked windows?	_____ YES	_____ NO	
Are the smoke alarms in working condition?	_____ YES	_____ NO	
Is there a fire extinguisher(s) currently indicating "charged", so that it will operate now?	_____ YES	_____ NO	

COMMENTS: _____

KITCHEN:

Is the refrigerator clean?	_____ YES	_____ NO
Is the oven clean?	_____ YES	_____ NO
Are the sink and cabinets clean?	_____ YES	_____ NO
Is the sink drain clear?	_____ YES	_____ NO
Are the oven and heating elements working properly?	_____ YES	_____ NO
Is the refrigerator working properly?	_____ YES	_____ NO
Are there any lights/light fixtures which need replacing?	_____ YES	_____ NO
Are there any holes in the walls?	_____ YES	_____ NO

If YES, then where?

COMMENTS: _____

BATHROOM:

Is the commode, sink and shower/bathtub clean?	_____ YES	_____ NO
Is the commode working properly?	_____ YES	_____ NO
Is the shower working properly?	_____ YES	_____ NO
Are the sink and shower/bathtub drains clear?	_____ YES	_____ NO
Are there any lights which need replacing?	_____ YES	_____ NO
Is the mirror on the medicine cabinet broken/cracked?	_____ YES	_____ NO
Are there any holes in the walls?	_____ YES	_____ NO

If YES, then where?

COMMENTS: _____

CHECK-IN FORM

(SIDE 2)

BEDROOMS: (each tenant is requested to complete separate form)

BEDROOM A B C D E F G (circle one)

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

LIVING ROOM:

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

HALLWAYS:

Are there any lights which need replaced? _____ YES _____ NO

Are there any holes in the walls? _____ YES _____ NO

If YES, then where?

COMMENTS: _____

AREA SURROUNDING HOUSE/APT: (if applicable)

Is there unsightly trash or old furniture left outside? _____ YES _____ NO

Is the lawn mowed and the yard clean? _____ YES _____ NO

GENERAL COMMENTS: _____

**WE, THE UNDERSIGNED, SET FORTH THIS REPORT AS AN ACCURATE
DESCRIPTION OF THE CONDITION OF THE HOUSE/APARTMENT:**

TENANT SIGNATURE

DATE OF TENANT SIGNATURE