

L'HEUREUX PROPERTIES  
MITCHELL & L'HEUREUX  
GENESIS III

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## Move-Out Information

. . . **your lease ends Sunday, May 5, 2024, at 11 a.m.** It's important your residence is vacant by this time as new tenants take possession at 1pm. Inspection teams may begin arriving at properties as early as 7 a.m.

To MAXIMIZE security deposit refund, tenants should leave their place in good and clean condition. Useful tips follow:

- REMOVE ALL PERSONAL PROPERTY.** Properly dispose of garbage, food, refrigerator contents, toilet articles, etc. in your outdoor trash receptacles. Have a LOT of trash? To avoid the City Special Haul fees tacked onto your last water bill, you are encouraged to use the large dumpster on the street at the corner of W. State & N. Court, across from Par Mar. Typically placed there approx May 2. Items such as couches, beds and mattresses, or old furniture can be placed in this dumpster. **FREE!**
- YARDS AND PORCHES** should be cleared of litter, trash, furniture, etc.
- CALL COLUMBIA GAS (1-800-344-4077) AEP (1-800-672-2231) TO REQUEST "FINAL METER READINGS."** Schedule the reading to occur as close to May 5<sup>th</sup> as possible. *Please don't shut off any utilities.* Have the service "returned" to L'Heureux Properties name.

**CITY OF ATHENS WATER/TRASH SERVICE** - In cases where tenants paid their own water bill, L'Heureux Properties will receive your last water bill, will pro-rate and deduct from deposit before it's returned to you.

- CONTACT INTERNET AND CABLE COMPANIES TO HAVE SERVICE TERMINATED.**
- NOTIFY L'HEUREUX PROPERTIES WHEN THE LAST OCCUPANT HAS DEPARTED**
- CONTACT POST OFFICE TO FORWARD MAIL.** Departing tenants won't have access to mailboxes after the lease ends. Address changes can be accomplished online, USPS.COM.
- RETURN ONLY FRONT/BACK DOOR KEYS TO THE OFFICE (& mailbox keys where applicable)** Leave bedroom door keys in respective locks. After hours, drop the front/back door keys, marked with tenant's name and address, into the slot of the drop-box at the top of the stairs at 70 B N. Court.
- EMAIL FORWARDING ADDRESS TO DEBBIE@LHXPROP.COM** no later than May 17. Just as Ohio law requires landlords to process deposit within 30 days, the same law requires vacating tenants to provide landlord with forward address. No forwarding provided?? No deposit is returned; it is held in your file until you contact us.

# MOVE – OUT / TO – DO LIST

## LIVING ROOM

- Remove furniture & personal items
- Vacuum or mop

## KITCHEN

- Clear cupboards & drawers
- Clean oven & broiler pans
- Clean stove top, drip pans, & under top
- Remove refrigerator contents & clean interior
- DO NOT TURN REFRIGERATOR OFF!
- Sweep & mop floor
- Remove garbage & food

## BATHROOMS

- Clear cupboards & medicine chests
- Remove shower curtain
- Clean tub & remove soap scum
- Clean commode
- Clean sink & mirror
- Mop floor

## GENERAL

- Replace light bulbs as needed
- If inspection shows floors are dirty beyond normal wear & tear, we contract with “Captain Steamer,” located here in Athens.

## AND FINALLY, ONE LAST REMINDER. . .

- Shut, lock all windows & doors
- Return front / back door keys to office. Where applicable, please return mail key too.
- Leave bedroom key in lock; new tenants will need them if they arrive after office hours
- Return check-out sheet to office
- Return questionnaire to office
- Email forwarding address to office

**Security deposit is processed & postmarked no later than 30 days after lease ends, mailed to the forwarding address you provide.**

## BEDROOMS

- Remove tenant's belongings
- Vacuum and/or mop

## BALCONY / PORCH / DECK

- Remove tenant's personal items
- Sweep up debris

## GARBAGE

- Take all trash to receptacles
- Houses - clean up yard, porches,

## BASEMENT & ATTIC

- Remove tenant's personal items
- Wipe washer & dryer clean

## UTILITY CO. NUMBERS

- Columbia Gas, 1-800-344-4077
- AEP, 1-800-672-2231

## CHECK-OUT FORM

(SIDE 1)

**\*EACH INDIVIDUAL NEEDS TO COMPLETE A CHECK-IN/CHECK-OUT FORM!\***

APT./HOUSE ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

### 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 there kitchen table and chairs? \_\_\_\_\_ 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: \_\_\_\_\_

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**CHECK-OUT FORM**

(SIDE 2)

**BEDROOMS:** (\*EACH INDIVIDUAL NEEDS TO COMPLETE A CHECK-IN/CHECK-OUT FORM!  
\*)

BEDROOM A, B, C, D, E, F, G, H (CIRCLE OR WRITE IN BEDROOM LETTER)

BEDROOM: \_\_\_\_\_

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, AGREE THAT THIS REPORT IS AN ACCURATE DESCRIPTION OF  
THE CONDITION OF THE HOUSE/APARTMENT:**

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
\_\_\_\_\_

Date

Forwarding Address

**Property Address:** \_\_\_\_\_ **Tenant Feedback Questionnaire**

1. Are there things that future tenants or L'Heureux Properties should know about before somebody else moves in? Noise factors, (furnace, neighborhood, thin walls) safety, (porches, lighting, neighbors?) high utility bills? \_\_\_\_\_  
\_\_\_\_\_

2. Did L'Heureux Properties respond to your maintenance requests in a timely manner?

Yes \_\_\_\_\_ No \_\_\_\_\_

Were you satisfied that problems were addressed? If no, please describe. . . \_\_\_\_\_  
\_\_\_\_\_

3. Were you treated in a respectful manner by:

Office Staff Yes \_\_\_\_\_ No \_\_\_\_\_ Maintenance Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Would you rent from L'Heureux Properties again? If not, why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Regarding utility costs . .

Your highest electric bill amount? \_\_\_\_\_ Which month? \_\_\_\_\_

Typical monthly amount per person? \_\_\_\_\_

Your highest gas bill? \_\_\_\_\_ Which month? \_\_\_\_\_

Typical monthly amount per person? \_\_\_\_\_

Your highest water/trash bill? \_\_\_\_\_ Which month? \_\_\_\_\_

Typical monthly amount per person? \_\_\_\_\_

Comments? \_\_\_\_\_  
\_\_\_\_\_

Don't hesitate to be honest and frank. This questionnaire has no bearing on your security deposit. It can, however, provide a better experience for a future tenant. Thanks for taking a few minutes to provide feedback. We respect your opinion & constructive comments. Please return questionnaire with your door & mailbox keys & check-out forms.

## Reminder:

### **19. STANDARD DEDUCTIONS (from security deposits)**

Tenant agrees to be following minimum charges for such damages caused by Tenant or Tenant's guest negligence:

1. Extermination of bugs or other infestations	\$75.00
2. Clean plugged drains/disposals due to Tenant misuse	\$60.00
3. Keys not returned/lost	\$25.00
4. Cleaning refrigerator or stove, each	\$50.00
5. Repair or replace storm or screen insert	\$45.00
6. Remove trash or other items from premises (per hour/man)	\$18.00
7. Replace smoke alarms/fire extinguishers, each	\$40.00
8. Clean bathroom, including tub, shower, toilet, lavatory, etc.	\$60.00
9. Clean kitchen cabinets, counter-top, sink, etc (excludes appliances)	\$50.00
10. Painting, per hour	\$40.00