

THE A. W. GERDSEN COMPANY
3411 Clifton Avenue
Cincinnati, OH 45220

Move-Out Checklist

1. Give written notice per terms of your lease. This notice must be delivered not less than thirty days prior to your periodic rental date (first day of the month).
2. The management will enter your apartment upon notification of your intent to vacate to determine the necessary repairs or alterations that will be needed after your departure. Management will contact tenant to arrange a time for this initial inspection.
3. Notify the utility companies of your move-out date, so that they can discontinue service to your unit upon your vacancy.
4. Notify office manager of the exact day and time of move-out. All keys, originals and duplicates (including mail box), should be delivered to the rental office. **You must complete a move out inspection with management at your departure to ensure return of security deposit and verify charges which may be incurred against your deposit.**
5. Leave apartment in the condition in which you rented it, with only “normal wear and tear” being evident. This includes cleaning the kitchen appliances.
6. If you have “wall to wall” carpeting provided by the landlord, it must be left clean (in the condition it was at the time you rented the apartment.)
7. Leave apartment free of all garbage, debris, and furniture.
8. Leave your forwarding address at the rental office.
9. In order to rent your apartment, it will be necessary for management to show your apartment to prospects. You will be given 24 hours notice whenever possible.

Please call us at 861-2861 if you have any questions regarding these move-out requirements on the date of final apartment inspection (item #5.)