

Move-Out Instructions

Thank you for being our tenants!

- Official move-out is the evening of **Tuesday, July 31st, 2018.**
*Information concerning security deposits is located on the next page.
- Please make sure you either hand us the house keys, or leave them in a labeled envelope in the mailbox at 3404 Manor Hill Drive, Cincinnati, Ohio 45220.
- Please leave bedroom door keys in their corresponding doorknobs, and the house in clean condition. Clean condition includes, but is not limited to:
 - Bathroom sinks, showers, and toilets cleaned or scrubbed.
 - Ovens (inside and out), oven hoods, and refrigerators cleaned.
 - Dishwashers and cabinets are empty and clean.
 - Floors should NOT be left sticky or dirty, and either mopped or vacuumed accordingly.
 - Baseboards, window sills, and stairs should be dusted and/or cleaned.
 - Trash and all personal items removed from premises.
- Please make sure the yard (front, back, and sides) is cut (for houses only), litter picked up, all furniture is removed, and garbage is disposed of properly. Garbage cans cannot be left full for the incoming tenants.
- We suggest throwing garbage away early since the City of Cincinnati does not take anything not inside registered garbage cans (as in, bags lying on the street curb). For many of you, Monday morning is garbage collection day, so plan accordingly.
- Anything not taken by the City we will have to spend deposit money to haul away. Call the City at 513-591-6000 soon for special pick up of large items before move-out day.
- Starting July 25th through move-out (July 31st), the City will provide dumpsters for junk daily from 9am-6pm at both the Corryville Rec Center and at 2915 Clifton Ave. on MLK.

Thank you!,

Al and Ben Tepperberg, Clifton Housing

Security Deposit Information

- We will be asking for forwarding addresses via text a couple of weeks following move-out.
- We will send security deposit letters with checks (if applicable) within 30 days of move-out.
- The security deposit letters are sent through USPS certified mail. It's better to provide us with either a house address or a P.O. Box address for deposits. If your new residence is an apartment, you may need to check with the closest post office branch for your deposit letter, as a signature is required upon receipt.
- Deposit letters include itemized deductions and include unnatural damage to the house, cleaning service bills, junk removal, missing keys, missing rent or late fee monies, and other fees attributable to the outgoing tenants.
- Clifton Housing pays for the final water bill for the house out of the deposit.