

Move-Out Instructions

Thank you for being our tenants!

- Official move-out is the evening of **Sunday, July 31st, 2022 by 5pm.**
*Information concerning security deposits is located on the next page.
- Please make sure you either hand us the house keys, leave them in a labeled envelope in the brick mail slot at 3404 Manor Hill Drive, Cincinnati, Ohio 45220, or place them on the kitchen counter and notify us. Tenants are not officially moved-out until keys are surrendered.
- Please leave bedroom door keys *in their corresponding doorknobs or locks*, 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 left 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.
 - Dishwashers, washing machines, and dryers all left clean and empty.
 - Trash and all personal items removed from premises.
- Please make sure the yard (front, back, and sides) is mowed or trimmed (applies to houses only), litter picked up, all furniture is removed, and garbage removed from the premises. 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 provided garbage cans (for example, bags lying on the street curb). For most, Monday morning is garbage collection day, so please follow normal garbage collection protocol for move-out.
- Anything left behind – trash in cans included – we may have to spend deposit money to haul away. Call the City at 513-591-6000 as early as possible for special pick-up of large items before move-out day. At the time of reading this, depending upon the City's availability, scheduling for this service for move-out may have already passed.
- Starting July 27th through move-out (July 31st), for the Uptown Waste Diversion event, the City will provide dumpsters for junk daily from 10am-6pm at "Block 1," which is the vacant lot directly across from Crossroads Uptown Church (42 Calhoun Street).

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 security 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 reflect itemized deductions, including those for unnatural damage to the house, cleaning service bills, junk removal, missing keys, missing rent or late fees, and other fees attributable to the outgoing tenants.
- Tenants are responsible for paying for water use (if required) up to the move-out date. Clifton Housing pays any remaining unpaid balance out of the security deposit.