



75 E. 16th Ave Columbus, Ohio 43201
Phone: 614.299.2897 Fax: 614.299.3103

Move out Procedure:

Your current lease ends on August 8th at 9am. If you did not sign a new lease with Oxford your current lease effectively ends on Aug. 8th at 9am. For those of you moving out of your apartments at the end of the lease term please pay attention to the following instructions. To ensure a full return of your security deposit please make sure that you **have paid July rent (you may not use your deposit to cover your last rent payment)**, thoroughly clean your apartment by sweeping, mopping, vacuuming, wiping down all surfaces, cleaning tubs, toilets, and removing any and all trash and items (except for Oxford furniture where applicable). Note: **you may not leave behind items for new tenants.** Clean stove, oven, fridge, tub, and toilets thoroughly. Make sure that you spackle and sand any holes in your walls, remove all tape, putty or double sided tape from walls and doors as well as nails, screws, tacks, and mirrors. **Please remember that you will be charged for leaving locking door knobs and/or deadbolts on bedroom doors.** Please replace your doorknobs with the regular non-locking passageway door knobs. **Most importantly:** check your rent ledger in the office to **make sure everything has been paid in full and that your balance is \$0.**

Returning Tenants:

If you are a returning tenant and **not** transferring to another apartment please make sure that you pay your August rent on the 1st as you would any other month.

Sub Tenants:

Sub-tenants who are moving into another Oxford apartment **must** move out of the current unit they occupy by 9am on August 8th unless otherwise noted in the attached transfer list. Unfortunately, we are unable to accommodate sub-tenants on moves to their new apartments seamlessly. We try to accommodate sub-tenants who will be new Oxford tenants as much as possible. Please contact our office if you have questions.

Transferring Tenants:

For those **current tenants** who are moving into another Oxford unit we do our best to move you directly into the next unit. However, in order to assist us with this endeavor you will be required to move and clean your current apartment in one day. **If you are unable to move on the date assigned you will have to move out at the end of your lease term (the 8th) and will be unable to move into your next unit until the 16th.** We would much rather move you directly into your next unit so please make all proper arrangements to move on the date listed below for your apartment. Your rent will be due for your new apartment when you pick up your keys, **make sure to write your new address on the check.** If you are a transferring tenant and you do not see your apartment listed, or incorrectly listed, please contact our office immediately so that we may include you in our turnover schedule.