



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

**This page pertains ONLY to tenants
moving out of **77 or 81 E. 16th Ave.****

For all other properties, refer to the standard move-out page

Move out Procedure:

Your current lease ends on July 31st 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, shelving units, and other 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. If you have a basement, sweep it out and do not leave anything behind. Any and all bulk items (furniture) **must be disposed of properly** and cannot be left next to or put in the dumpster. **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. If you have installed your own shower head you must replace it with the original prior to move out. **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 July 31st 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.