



Move-Out Confirmation

NAME:
ADDRESS:
DATE OF MOVE:
RECEIPT OF NOTICE:
NOTICE EFFECTIVE:

Thank you for giving us advance notice of your intent to move. Your lease/rental agreement requires that you leave your residence in clean and undamaged condition. We have every intention of returning your entire security deposit once you have fulfilled your agreement with us.

Specifically, you should:

- Remove all belongings from the premises. Do not dispose of large items in the property dumpster. (\$110 FEE FOR EXTRA RUBBISH PICK UP) Contact an outfit such as Amvets or Salvation Army for removal assistance. (minimum fee for hauling any remaining items is \$50 per man hour)
- Remove all food, debris, and other personal belongings
- Clean (and defrost if necessary) refrigerator
- Clean stove, oven, and any other appliances
- Clean bathroom
- Clean all floors and/or carpeting. It is not necessary to shampoo the carpet but to vacuum.
- Report any and all damage in writing
- Remove nails and tacks from walls, woodwork & doors. Do not patch.
- VEHICLES ARE PROHIBITED FROM LAWN AREAS (\$50 MINIMUM FEE FOR LAWN DAMAGE).
- Contact the utility company(s) for final readings.
- Upon leaving, please be sure to fully secure the rental by locking all windows and doors
- Keys are to be returned to the office. If no one is present they can be placed through the front door mail slot with name and apartment address attached.
- Contact the United States Postal Service to forward your mail prior to moving. Once keys are returned you will not have access to your mailbox. Plan ahead.
- Provide Bella Dora Management with your new address for the refund of your security deposit.
- Deposit refunds are mailed within 30 days of your effective Move Out Date.

After you have vacated the residence, it will be inspected for compliance with your lease/rental agreement. Costs for cleaning or repairing damage beyond normal wear and tear, if any, will be charged against your security deposit. You will be provided with an itemized list of any charges incurred. This list is created to remind you of your responsibilities.

Sincerely,

Bella Dora Management

Bella Dora Apartments | 515 Nome Ave #2 | Akron, Ohio 44320
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