

**JAMA Properties, LLC  
341 Mt Vernon Ave  
Suite 200  
Marion, Ohio, 43302  
740-383-4180**

**Move Out Instructions**

We trust that you will leave premises in a condition as neat, clean and in good repair as when turned over to you.

Please return keys in the office mail drop box when finished.

In order that there may be no misunderstandings, the following items should be completed before you turn over keys to the office:

1. All carpets must be PROFESSIONALLY cleaned as they were at move in. If you are unable to schedule according to your move-out, please notify us and we will schedule after your move out and deduct it from your security deposit.
2. Please remove all items from inside and outside the apartment and storage locker.
3. Please clean all appliances: stove, refrigerator and range hood. Please leave refrigerator running.
4. All cabinets must be cleaned out.
5. All windows / patio doors must be cleaned from the inside
6. Do NOT fill nail holes. JAMA Maintenance will perform this task during the rehab process. If there is an excess of nail holes, there will be a charge amount for filling and repainting.
7. JAMA has a standing order with utilities to turn back account to us until next tenant moves in.
8. DO NOT drive moving vehicles on grass, in courtyards or on walks.
9. DO NOT dispose of furniture into our dumpster.

Our labor charge is \$70 per hour and there will be charges accordingly for repairs and additional cleaning if necessary.

All security deposits are evaluated after rehab is completed. Applicable charges will be deducted from refund amount. The balance of your deposit will be mailed in two to four weeks.

If you have questions regarding these move out instructions, please contact the office at 740-383-4180

Thank you for renting with us, JAMA Property Management, LLC

Date\_\_\_\_\_

Tenant\_\_\_\_\_

Manager\_\_\_\_\_