

F & W Properties

753 E. Broad Street

Columbus, Ohio 43205

(614) 224-6663

*****NOTICE OF INTENTION TO VACATE*****

TO: F & W PROPERTIES

FROM: _____

_____ Phone # _____

Please be advised that on _____ I (we) intend to move from our residence.

I understand that the Rental Agreement calls for a 30 day notice, on or before the 1st of the month. I understand that I am responsible for paying rent through the end of the notice period specified in the Rental Agreement or until another tenant approved by the management has moved in, whichever comes first.

I understand that my deposit will be refunded within 30 days after I have returned the keys and surrendered possession of the unit to management, so long as dwelling is left reasonably clean & undamaged.

REASON FOR LEAVING: _____

FORWARDING ADDRESS: _____

In accordance with the Rental Agreement, I agree to allow the management to show the dwelling to prospective tenants at any and all reasonable times.

Signature

Date: _____

Signature

F & W Properties
753 E. Broad Street
Columbus, Ohio 43205
(614) 224-6663
FAX (614)221-5496

MOVE OUT PROCEDURE

CURRENT ADDRESS

FORWARDING ADDRESS

.....
We have received your written notice of intent to move on or before _____

All notices to vacate must be received on or before the first of the month for a move out at the end of that month, as stated in your lease. If notice is received after the first of the month, you will be obligated to pay the following month's rent.

Our records indicate that you have a security deposit in the amount of \$_____. This deposit cannot be used for payment of your final month's rent. The balance of your security deposit will be returned to you by mail thirty days after your move-out date. In order for us to refund the balance of your deposit, you must provide us with a correct forwarding address.

Your apartment should be returned to us in good, clean condition, allowing for reasonable wear and tear. Dirt is not considered reasonable wear and tear. You are responsible for cleaning your apartment thoroughly. Be sure to clean the refrigerator, cabinets, closets, and insides of the range (under the burners and in the oven). Any cleaning that we must do will be charged to you at \$25.00 per hour.

All keys should be returned to the main office after the apartment has been cleaned and all items removed. If all apartment and mailbox keys are not turned in, you will be charged to change the locks. IF YOU HAVE POSSESSION OF KEYS AFTER THE 1ST DAY OF THE MONTH YOU WILL BE HELD RESPONSIBLE FOR THAT MONTH'S RENT, EXCEPT WHEN THE 1ST FALLS ON A SUNDAY.

We hope you have enjoyed your residence here and wish you the best for the future. We often return entire security deposits and hope to be able to return all of yours as well. If you have any questions, please feel free to contact the office at 224-6663.

Best of Luck,

F & W Properties

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Columbus, Ohio 43205
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Fax (614) 221-5496

Move Out Checklist

1. Remove anything hanging on walls and ceilings. Wash all markings off walls and doors.
2. Clean kitchen and floor. Clean range and refrigerator inside and out (turn refrigerator setting to 1). Remove everything from cabinets and wipe inside and out. Clean all counter tops.
3. Clean bathroom and floor. Clean bathtub and toilet. Clean all items out of linen closet and wipe shelves.
4. Vacuum and clean carpet. You will be charged if we have to clean, repair or replace the carpeting.
5. Clean all blinds (venetian, mini blinds, etc.) and leave them up. Clean all window glass and wipe all window sills.
6. Do not try to remove any wallpaper from the walls. Do not try to repair holes, dents or gouges in the walls.
7. Clean all ceiling fans (base, blades and light globes).
8. Remove all trash from apartment. This includes furniture, food, clothing and miscellaneous items.
9. Keys must be returned to management indicating you have surrendered possession of the apartment. You will be charged rent if the keys are held after the first day of the month.
10. Be sure you have had final readings taken on your utilities before you vacate the apartment.

We hope you have enjoyed your stay with us.

Thank you,
F & W Properties

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We regret that you are leaving us! We hope that your stay here has been comfortable.

Could you please take a minute to fill out the following questionnaire? Your comments will help us and we value your opinion. Thank you for your time.

- 1.) Which building or area are you moving from?
- 2.) What type of apartment/home are you moving to? What area?
- 3.) What is your reason for leaving?
- 4.) In your opinion:
 - a.) What might we do to improve Reside/Management relations?
How could we better serve you?
 - b.) Were you satisfied with maintenance done in your apartment?
 - c.) Any comments on our maintenance staff?
 - d.) How did you feel about the way your building/complex was maintained?
 - e.) How did you feel about the security in your building?