

Instructions for Leaving Your Apartment for the Summer And moving furniture into your new apartment:

Deductions will be taken from your deposit if the house is not in good order

1. **Clean apartment thoroughly before you leave.** Clean all rooms, not just your bedroom. Sweep and mop all floors. Vacuum carpets. Clean the kitchen and bathrooms thoroughly, including tubs, showers, sinks, and toilets.
2. **Remove all garbage from the house.** Put all unwanted items at the garbage area for pick up, including any items stored in basement or on porches. Do not put furniture or household items outside in the garbage area when you vacate. All trash in garbage area must be in bags.
3. **Unplug your refrigerator and leave the refrigerator and freezer doors open.** Remove all food from the refrigerator and clean the refrigerator and oven thoroughly.
4. **If there are any damages, determine who is responsible** and advise us in writing. **All tenants must be in agreement**, otherwise all residents will be charged equally. Email us at: rentalcompanyone@yahoo.com.
5. **If you have any unwanted furniture that you do not want to take to your new apartment:** We posted furniture forms on your front door for furniture that you want to leave in the house after you permanently vacate. Use the appropriate forms to mark furniture as either sold to new tenants or furniture to be left in apartment for Rental Company One. Follow the directions on the forms and secure them to the items you are leaving with tape. **Do not leave any furniture outside near trash or on curb!**
6. **Put all unwanted canned and boxed food in a box on the kitchen counter to be donated to the local food bank.** Make sure cans and boxes are unopened & non-perishable (don't need refrigeration).
7. **Fill out the form on the following page and return it and all apartment keys to our office**
8. **Return all apartment keys to our office.** All bedroom keys, laundry keys, and/or mailbox keys must be returned to the Rental Company One office. Put keys in an sealed envelope labeled with your name and apartment address and place in the **Key Lockbox** to the left of our front door at 179 River St. If you are not able to bring them directly to our office, you may mail them to us. If mailed, make sure keys are securely taped to a piece of paper so they do not rip through the envelope. It will take 2 stamps to mail keys back. Mail to:

**Rental Company One, Inc.
179 River St.
Oneonta, NY. 13820**

To move your belongings directly from your current apartment to the new apartment:

- We will allow you an extra week at your current address to give the current tenants at your new apartment a chance to move out.
- You can move your belongings into the new apartment only when all tenants have vacated your new apartment, and we have checked it for damages.
- Contact us in advance to make arrangements for when you plan to move stuff from one apartment to the other. That way we can make arrangements for you to have access to the apartment and make sure it has been inspected and is available for move in.

Move to a Different Apartment Form

SECURITY DEPOSITS CAN NOT BE RETURNED UNTIL EVERYONE IN YOUR APARTMENT HAS VACATED

PLEASE PRINT NEATLY & ANSWER ALL QUESTIONS

Current apartment address: _____

First name: _____ **Last name:** _____

Cell #: _____-_____-_____

Are there any damages you are responsible for? (otherwise all tenants will be charged)

Describe: _____

Did you clean the entire apartment? **Yes No**

Did you return all entry door keys to the office? **Yes No**

Did you return your Bedroom Key?* **Letter: _____** **Yes No**

*Bedroom letter can be found on your bedroom key (May not apply to apartments with less than 2 bedrooms)

For 30 West St. only: Did you return your Mailbox Key? **Yes No**

It is acceptable to leave furniture in the apartment.

Did you leave any furniture in the apartment that needs to be removed? **Yes No**

Do not store belongings in this apartment for the summer unless you signed a lease again for the next year.

If you sold or left furniture or items for new tenants, please fill out the following information:

Items being left for next tenant(s): _____

Student getting item(s): _____ Student's Cell Phone #: _____

IF YOU SOLD FURNITURE, REMEMBER TO:

- **Label** each item with the name of the student getting that item and their cell phone number.
- **Lock** all items in one of the bedrooms.
- Put a sign on bedroom door, "Furniture inside for new tenants, do not remove".
- **There is a \$200 storage charge for each room in which new tenants store belongings charged to the new tenants.**