



ACE PROPERTY MANAGEMENT
P.O. Box 42774 ■ Cincinnati, OH 45242
Ph 513.428-9638 ■ info@acepropmgmt.com

Dear Tenant,

Please use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal, such as scheduling “Special Pick Up” from the Department of Sanitation, etc. Please keep in mind that these arrangements need to be made as soon as possible to avoid leaving the premises with accumulations of materials and debris.

In the event that you vacate, abandoning personal property or trash on the premises, in front of the property or by the trash cans, you may be held responsible for the cost of removal for those materials. Any fees incurred for the removal of items left by the tenant are the responsibility of the tenant. It is our intention to (and we know it is yours too) have a clean livable rental inside and out, to present to the new tenants on their move-in day.

When you assumed your occupancy, you found your apartment clean and ready to occupy. Except for painting, we ask that you leave it in the same condition as it was when you moved in. The following is an easy to use checklist to use to help you as you prepare to vacate the apartment.

We know how difficult it can be to be moving, so please accept our best wishes and thanks for all your cooperation.

1. Fulfill the terms of your lease.
2. Return all keys.
3. Provide us with a forwarding address.
4. Any storage lockers (if applicable) must be emptied and cleaned.
5. Do not leave any furniture or debris in your apartment, on the grounds or by the dumpster/garbage area.
6. Make sure the following items are done before you leave, or minimum charges may be assessed.

Apartment Address: _____

Kitchen

- _____ Wipe down exterior and interior of all cabinetry
- _____ Remove any contact paper properly (if applies)
- _____ Clean refrigerator inside and out
- _____ Clean freezer inside and out
- _____ Clean sink and countertop
- _____ Clean and mop floor
- _____ Clean stove top
- _____ Clean inside of oven
- _____ Clean or replace all 4 drip pans

Bathrooms

- _____ Wipe down medicine cabinet inside and out
- _____ Clean vanity top and inside cabinetry
- _____ Clean toilet inside and out
- _____ Clean tub and surrounding tile
- _____ Clean and mop floor
- _____ Replace towel bar if broken or missing
- _____ Replace toilet paper holder if broken or missing
- _____ Wash windows, and wipe down window sills

Living/Dining Room

- _____ Replace any broken vertical blind slats
- _____ Replace any missing or damaged blinds
- _____ Wash a/c filter, dry, and put back
- _____ Leave a/c remote
- _____ Wipe down ceiling fan including blades
- _____ Wash windows, blinds and wipe down window sills

Bedrooms

- _____ Replace any missing or damaged blinds
- _____ Replace any broken vertical blind slats
- _____ Clean closets
- _____ Leave a/c remote if applicable
- _____ Wipe down ceiling fan including blades
- _____ Wash windows, blinds and wipe down window sills

Floors

- _____ Sweep and damp mop all hardwood floors
- _____ Vacuum and steam clean all carpeting

Miscellaneous

- _____ All doors must be wiped down
- _____ All Patio and Screen doors must be fully operational
- _____ All screens must be free from tears and holes
- _____ All door keys must be returned
- _____ All mailbox keys must be returned
- _____ All light bulbs must be operational
- _____ All garage door remote's must be returned

_____ Resident Signature _____ Date

_____ Resident Signature _____ Date

_____ Ace Property Management Rep. _____ Date

Resident Forward Address: _____