



## PELLA COMPANY MOVE OUT INFORMATION

YOUR MOVE-OUT DATE IS NO LATER THAN: \_\_\_\_\_

**You must vacate your apartment on or before the last day of your lease. YOU MUST RETURN ALL KEYS TO OUR OFFICE NO LATER THAN THE LAST DAY OF YOUR LEASE. Don't forget the mailbox key!!**

**\*\*\*\*\*If you are moving to another Pella apartment, please contact our office regarding a tenant transfer agreement! \*\*\*\*\***

*Please read the following information carefully to ensure a smooth move out process and prompt return of your deposit. It has been a pleasure having you as a resident and we thank you for your tenancy.*

1. To ensure the return of your deposit on time, complete and submit the attached DEPOSIT RETURN FORM. ALL residents on the lease must sign this form (NO Exceptions will be made!) Upon receipt of the completed form in our office, your deposit will be mailed to you within 30 days of the end of your lease.
2. You must vacate your apartment on or before the last day of your lease. You must return all keys to our office NO LATER than the last day of your lease. Don't forget the mailbox key!!
3. Be sure to remove ALL personal belongings from the apartment.
4. To dispose of unwanted furniture or large items, please contact the City of Columbus Refuse Division at 645-7283. Please DO NOT leave these items by your dumpster unless you have scheduled for pick-up by the city.
5. Leave the apartment clean and in good order. The items listed below are to assist you in preparing your apartment for inspection by our staff:
  - **Kitchen:** Clean the stove top and oven; defrost, clean and remove all contents from refrigerator; clean countertops, cabinets, walls and sink; sweep and mop the floor. **Caution: DO NOT USE SHARP TOOLS TO REMOVE ICE FROM YOUR FREEZER- IT MAY CAUSE SERIOUS DAMAGE!!**
  - **Bathroom(s):** Clean bathtub/shower, toilet and sink thoroughly. Empty and clean cabinets. Sweep and mop the floor.
  - **Living Room and Bedrooms:** Vacuum carpet. Remove nails, decals and decorations from walls.
  - **Other:** All curtain rods and screens must be in place. Remove all trash. Light fixtures must have bulbs.

Our office hours are 8:30am to 5:30pm Monday thru Friday and 10:00am to 2:00pm on Saturday. If you need to return keys outside of these hours, you may put them through our drop box; make sure they are in a sealed envelope clearly marked with your address.

Thank you in advance for your cooperation, Pella Company

52 E. 15<sup>th</sup> Ave. ● Columbus ● Ohio ● 43201 ● 614/291-2002

[www.pellacompany.com](http://www.pellacompany.com)