MOVE IN CHECKLIST   Address_____ Date_____

Check out all of items on this list when moving in and call to make appointment for inspection of your apartment. This is important so you will not be billed for any damages due to the apartment from previous tenants. If you have not called utility companies to turn on utilities please do so as soon as possible to avoid any turn on – turn off fees if you are paying any utilities. The numbers are as follows;

COLUMBIA GAS OF OHIO   (800) 344-4077
ELECTRIC   AEP   (800) 277-2177
CABLE   TIME WARNER   (800) 934-4181
PHONE   VERIZON   (800) 483-4000
WATER SEWER TRASH ATHENS   (740) 592-3347

CHECK FOR THE FOLLOWING ITEMS: If any are broken or missing contact me immediately.

------- FIRE EXTINGUISHER: Make sure it is fully charged.   Tenants Int   ____   ____
------- SMOKE ALARMS: Check to make sure they are working properly. _____   _____   ____
------- TOLIET PLUNGER: Please keep in bath by toilet.   ____ ____ ____ ____

INSPECT THE HOUSE FOR THE FOLLOWING ITEMS: Call me the day you move in at 594-5555 to go over list of any damages with you (leave message if you get voice mail)

------   REFRIGERATOR CLEAN
------   STOVE CLEAN
------   KITCHEN CLEAN (SINK , FLOOR, CABNETS, ETC)
------   BATHROOM (TOLIET, SINK, SHOWER/TUB, FLOOR)
------   CARPETS CLEAN (CHECK FOR STAINS / DAMAGE TO CARPET)
------   NO TRASH OR FURNITURE LEFT BEHIND
------   DAMAGE ITEMS: HOLES IN WALLS, CLOSET DOORS OF HINGES RIPPED CARPET ETC.
------   WINDOWS WORKING CORRECTLY, ANY DAMAGED TO SCREENS
------   CHECK CEILINGS FOR WATER DAMAGES HOLES ETC

THE FOLLOWING ARE ITEMS TO BE PROVIDED BY TENANTS, BLINDS, CURTAINS, FANS, SHOWER CURTAINS, MOPS, BROOMS, VACUUM CLEANER, CLEANING SUPPLIES, LIGHT BULBS, AND FLASHLIGHTS.

INSURANCE: Landlord is not responsible for stolen or damaged items that belong to tenants. To insure against a loss or theft please obtain renters insurance. It is not that costly.

THE FOLLOWING INFO IS PROVIDED FOR YOUR SAFETY AS WELL AS YOUR GUESTS.

1. Keep fire extinguisher fully charged and know how to use properly.
2. Do not cover any heating ducts with furniture or anything else.
3. Do not put anything within four feet of furnace, or water tank city code violation, & fire hazzard!!!!
4. Smoke detectors do not have removable batteries. Just check to see if working.

PLEASE RETURN CHECK LIST TO OFFICE