

MOVE IN CHECKLIST

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

The water department will require that I sign a card prior to turning on the water. To eliminate problems I have pre-signed cards at the water company under my name Scott Hunter at office address. Remind them to check for the cards.

\*\*\*\*\*PLEASE AS SOON AS YOU GET YOUR NEW PHONE NUMBER CALL OFFICE AT 740-594-5555 AND LET US KNOW NUMBER.

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: fans, shower curtains, curtains/blinds, mops, brooms, cleaning supplies, light bulbs, flashlights, air cond. if not central air, vacuum cleaners, etc.

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. Check smoke alarm regularly to make sure battery has not gone dead.
3. Do not cover any heating ducts with furniture or anything else.
4. Do not put anything within four feet of furnace, city code violation, fire hazzard!!!!

