



**VENICE  
PROPERTIES**  
*More Than Home*

## Off-Campus Move Out Instructions and Security Deposit Return Form

First of all and most especially, thank you for being a resident of Venice Properties! We sincerely hope that you enjoyed your stay while living in our home. We work hard to ensure that you have the best living experience possible, and we hope that this has been true for you. ***The instructions below are designed to help you to minimize deductions from your Security Deposit. If you follow these simple guidelines, you will significantly minimize the chance that you will be charged for damages when your Security Deposit is returned.***

### **Deposit Return Form:**

Your Security Deposit will be sent to you within thirty (30) days of the expiration of your lease agreement pursuant to Ohio Lease Law. We will mail the Security Deposit Return (SDR) to the ONE forwarding address you provide to us. **Please submit a completed and signed Deposit Return Form (attached) to [housing@veniceprops.com](mailto:housing@veniceprops.com) to receive your security deposit return.** The security deposit will be held until we receive a forwarding address as per Ohio Lease Law. Enclosed with the check will be a detailed itemization of all deductions against your Security Deposit, if any. **One single check will be issued to the resident on the security deposit return form, and can only be someone that had a valid lease contract with Venice Properties for that lease term.**

### **In General:**

**What we expect from you: as this is not likely to be your first move out before, our ask is that you leave the home in as good or better condition than when you moved in!** All furniture and personal items must be removed. **Please clean your home thoroughly.** If you need detailed CLEAN UP instructions, (such as this being your first move out experience), please refer to our **Campus Move Out Instructions** for more detail about clean up. Also, for trash and bulk Items, please call 614-645-3111 and schedule a bulk pickup of any items you are not taking with you.

### **Move out timeframe:**

You must vacate your apartment no later than 11:59pm on the day that your lease expires. Sorry for the precision, (if you find that annoying...), we have a lot of very intelligent people living in our homes who like precision!!!! :)

### **Keys:**

Please leave all exterior, interior (if applicable), **AND ALSO YOUR MAILBOX KEYS** in your kitchen on your countertop in an envelope with the unit number written on the outside.

### **Garage Door Opener and Keypad Code:**

Please leave your garage door opener next to your keys on the kitchen countertop (if your unit is equipped with one). Please also email us your garage door opener keypad passcode.

### **Lastly:**

Please leave the air conditioner in the auto position and in the cool position and set at 75 degrees when you leave. If you have any questions concerning any of the above mentioned items, please do not hesitate to email us. If you have a particular situation that is not covered here, please do not assume anything, email us.

**Thank you very much for your cooperation and best wishes in ALL your future ENDEAVORS!!!**

