

Instructions for Leaving Your Apartment for the Summer:

Please read carefully and follow all instructions. **Deductions will be taken from your deposit** if the house is not in good order. If you are returning to the apartment again next semester or living there this summer, please act on the items that apply to you.

1. **Clean the apartment thoroughly before you leave.** Take out the trash. Clean all rooms, not just your bedroom. Sweep and mop all floors. Vacuum carpets. Clean the kitchen and bathrooms thoroughly, including tubs, showers, sinks and toilets.
2. **Turn off your refrigerator, unplug it, and leave the refrigerator and freezer doors open.** Remove all food from the refrigerator and clean the refrigerator and oven thoroughly.
3. **If there are any damages that need to be fixed during the summer, please determine who is responsible for the damages and advise us in writing. All tenants must be in agreement as to damages,** otherwise, all residents will be charged equally. Let us know if there are any leaks, running toilets or dripping sinks or showers. You can email us at: rentalcompanyone@yahoo.com
4. **Do not store any personal items in basement or on porches.** All items must be stored within your apartment.
5. **Do not put furniture or household items outside in the garbage area** when you vacate. All trash in garbage area must be in bags.
6. Even though you are returning to your apartment in the Fall, much of the above is still important to comply with. The Oneonta Code Enforcement Office often has inspections during the summer months, and the **apartment must be clean. Do not leave valuables in the apartment if you are leaving for the summer.**

Oneonta City Municipal Code requires you to comply with the following:

Do not sit or lay on roof surfaces. For your own safety, please lay on the lawn or at the park. You will not get a better tan on the roof. This damages the roof surface and takes years off its life. **If you or your guests violate this, you will immediately forfeit your security deposit,** and may be charged for a new roof. In addition, this violates municipal ordinances, and you risk being fined by the city.

Do not use barbecues on the porch. These are wood structures that can burn. Grills often tip or burn a hole through the bottom of the grill. This could result in a serious injury or loss of life. **NEVER leave your grill unattended whenever you barbecue! Do not store grill near garbage bins because it may mistakenly be thrown away.**