

GREENBRIAR INC

445 East Wooster Street
Bowling Green, Ohio 43402
Phone (419) 352-0717
Fax (419) 353-0577

Resident(s)

Dear Residents,

Your lease terminates at **12:00 noon**. To facilitate the check-out procedure and the return of your security deposit, please follow these steps:

1. Per Clause #28 of your rules and regulations, Tenants are required to designate (1) one person as the recipient of the security deposit return. It is the responsibility of the designated person to notify and distribute the security deposit to all persons on the Lease Agreement. If Tenants do not designate someone, the first person who signed the lease will be the designated recipient of the security deposit return. Tenants are required to provide a self-addressed, stamped envelope for the return of the security deposit. There will be a \$3.00 charge if no envelope is provided at the time all apartment keys are returned
2. **Contact the Post Office** with your change of address.
3. **Contact all utility companies** including the phone and cable companies to have service terminated at the end of your lease period. Tenant(s) will be responsible for any charges incurred if utilities are not shut-off.
4. You must be out of the apartment and have **ALL** keys returned by **12:00 noon** on the lease expiration date. The office **WILL** be open the day your lease terminates. Any key returned by mail **MUST** be received by our office by **12:00 noon** the day your lease terminates. Failure to return **ALL** keys timely will result in a \$200.00 per day overstay charge and a **costly lock change charge**.
5. Any personal items left in an apartment will be disposed of at the tenants expense. We will charge \$20.00/bag of trash left in a unit and any charges necessitated by a tenants failure to clean unit will be charged to the tenants.

See Reverse

At our website (Greenbriarrentals.com > About > Forms) are links to important check out related material:

- **Security Deposit Deductions** - reviews common security deposit deductions and how to avoid them
- **Forwarding Address Form** - Complete this form if more than one of the residents in your apartment want to be mailed a copy of the security deposit.

Please call the office with any questions. We are here to make your check-out as easy as possible.

Respectfully,

Greenbriar, Inc.
445 E Wooster Street
Bowling Green, OH 43402
PH (419) 352-0717