

Hello Devette,

I wanted to remind you of a few move-out items since your lease is ending on April 30, 2022.

First, please call the utility companies and get the utilities transferred out of your name. Dominion East Ohio Gas 1-800-3627557; Ohio Edison 1-800-633-4766.

Second, when you have completely vacated the property, please turn in your keys to my office at 301 Portage Trail. You can leave them in the dropbox by the front door if it is after business hours. Also, please leave the garage remote(s) on the kitchen counter and I will retrieve them during the move-out inspection.

Lastly, we have 30 days to return any security deposits to you. Please give me your forwarding address so I can easily send this to you.

We wish you all the best as you move forward.

Sincerely,

Cheryl C. Myatt

CC Realty and Property Management

Owner/Broker