



**Property Management**<sup>INC.</sup>

PMI COLUMBUS



**Office: Contact Information: Rochelle Smith**  
**PMI: Columbus/Carleton Realty**  
**Address: 580 W Schrock Rd, Westerville, OH 43081**  
**Phone: 614-413-7640**

**MOVE-IN/OUT UTILITY CHECKLIST**

This form needs to be turned into PMI (Your Office Name) within one week of moving in/out. Please make sure it is signed and dated by you and office personnel.

Today's Date: \_\_\_\_\_ Tenant Move-In/Out Date: \_\_\_\_\_

Tenant(s) : \_\_\_\_\_

Address: \_\_\_\_\_

**Tenant Signature and Date:** \_\_\_\_\_

**Office Personnel Signature and Date:** \_\_\_\_\_

**Utilities (Switch all utilizes into your name)**

Completed: \_\_\_\_\_ City Water: City of Columbus (614) 645-8270

Completed: \_\_\_\_\_ Electricity: AEP Ohio (Power) (877) 237-2886

Completed: \_\_\_\_\_ Gas: Columbia Gas of Ohio (800) 344-4077

Completed: \_\_\_\_\_ Cable/Satellite TV/Phone: ATT (800) 288-2020

Completed: \_\_\_\_\_ Other: \_\_\_\_\_

**\*\*\*\*\*Enter The Date Contacted and Scheduled Turn ON/Off Date\*\*\*\*\***