



YOUR LEASE ENDS AT 12:00 PM (NOON) ON: _____
(MOVE OUT DATES WERE MESSAGED TO ALL RESIDENTS WE HAVE PHONE NUMBERS FOR)

All residents must be vacated by this time, with all belongings removed, keys on the kitchen counter, and **DOORS UNLOCKED**. Leave your forwarding address(es) on the kitchen counter as well for security deposit information. DO NOT BRING KEYS TO THE OFFICE—IF THEY ARE BROUGHT TO THE OFFICE, YOU WILL BE BILLED FOR NEW KEYS IF THEY ARE NOT LABELED OR FOR RETURNING THEM TO YOUR UNIT.

WHEN THE LAST PERSON HAS LEFT PLEASE CALL OR TEXT: 715-828-6469.

When you call/text please make sure to leave your address and unit number.

KEYS: ALL keys are to be returned or per your handbook, there is a \$50/key charge for each missing key or the cost of lock replacement at your expense.

TRASH: If you are leaving additional trash, furniture, etc. make sure you phone your garbage provider and pre-pay for the additional pick up. Any additional items should be brought curbside. If you fail to call for additional pick up, the city can and will fine for items on a curb more than 24 hours. If we get a fine, it will be deducted from your deposit along with disposal cost for items left curbside. If items are left in units you will be billed for us moving the items as well as the disposal of the items. Tires, TVs, computers, appliances, etc. CANNOT be left.

MOVE OUT CLEANING: There is a move out check list of items that need to be done and cleaned at the time of move out. Keep in mind you will be billed based on the Cleaning and Damages Addendum you signed as well as the Resident Handbook for items you choose not to clean or choose not to clean well.

Cleaning charges are based on when the LAST person leaves the residence. Cleaning and damages charges are deducted from deposit equally. If you feel one of your roommates should be responsible for more cleaning, you will need to work that out amongst yourselves.

Cleaning well enough to not have cleaning charges at move out is a lot of work and takes time, but it is possible. There should not be crumbs left, food residues, bugs, dust, hairs, cleaning supply residue, etc.

FORWARDING ADDRESSES: You can use the last page of this letter for forwarding addresses. Anyone that does not leave a forwarding address or complete forwarding address with city, state, zip code will have deposit information returned to your current address (aka last known address). We have 21 days from lease end date to mail the information regarding your security deposit. Please do not phone prior to the 21-day time period. There will be no further reminder on providing a forwarding address.

QUESTIONS: If you have any further questions, please call our office at 715-514-4567. We wish you the best of luck in all your future endeavors and congratulations to all those graduating!!

DO NOT PARK ON THE LAWN WHEN MOVING—DAMAGED LAWNS WILL BE BILLED TO TENANTS.

CONGRATULATIONS TO ALL WHO ARE GRADUATING AND BEST OF LUCK IN THE FUTURE!

MOVE OUT GUIDE

PLEASE USE THIS AS A GENERAL MOVE OUT CHECK LIST. IF YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT US. PROVIDED ALL OF THESE ITEMS ARE DONE IN A SATISFACTORY MANNER, MEANING THERE ARE NO HAIRS, RESIDUES, CRUMBS, ETC., THERE SHOULD NOT BE CLEANING CHARGES DEDUCTED FROM DEPOSIT. YOUR CLEANING CHARGES ARE BASED ON CLEANING AND DAMAGES ADDENDUM.

- **TOILET:** clean bowl (inside and out), tank, base.
- **BATHTUB/SHOWER:** clean the shower/bathtub in its entirety; this includes removing all soap scum and residue from walls and floors, cleaning the faucet, trip around the top of the tub, showerhead, etc.
- **BATHROOM SINK/VANITY:** clean bathroom sink/vanity; this includes cleaning the sink, faucet, cabinets, drawers, counter tops, mirrors, inside vanity/medicine cabinet, etc.
- **BATHROOM FLOOR:** bathroom floor needs to be wiped, along with baseboards, and any baseboard heaters
- **REFRIGERATOR/FREEZER:** clean inside and outside; this includes all shelves, drawers, under drawers, side bars, seal, etc. The refrigerator also needs to be pulled out and the back coils vacuumed off and the floor under and walls around fridge wiped.
- **KITCHEN SINK:** clean sink, disposal, drain stoppers, faucet, handles, sprayer, etc.
- **DISHWASHER:** clean inside and outside; this includes door, seal, racks, bottom, drain guard, etc.
- **KITCHEN CABINETS, DRAWERS, COUNTERTOPS:** all cabinets and drawers should be wiped out with NO crumbs or residues. Doors and drawer faces should be wiped as well. If there is a gap between the top of cabinets and ceiling the top should be wiped as well. All countertops should be wiped.
- **OVEN/STOVE:** clean inside and outside; this includes replacing drip pans, cleaning under burners and drip pans, inside the stove and all racks, oven drawer, pulling out the stove and cleaning the sides, wiping floor and walls surrounding stove. If there is self-cleaner/cleaner residue left in oven, there will be a minimal charge.
- **STOVE HOOD:** clean stove hood vent; this includes the top, underneath, vent filter, and making sure there is a working light bulb.
- **STOVE DRIP PANS:** stove drip pans need to be replaced.
- **LIGHT FIXTURES/CEILING FANS:** clean all light fixture covers and ceiling fan blades. There need to be working light bulbs in all sockets (including fridge, microwave, outside light, etc.).
- **WINDOWS:** clean all windows, wipe window tracks and window sills—including screen and patio doors
- **DOORS:** wipe all doors, door frames, door knobs, and trim around doors
- **VENTS/AIR RETURNS/BASEBOARDS:** wipe all bathroom exhaust fans, heat vents/registers, cold air returns, and electric baseboard heaters. The baseboard trim in all rooms should be wiped down as well.
- **FLOORS:** all carpeted areas need to be vacuumed, including along the edges of the room and under baseboard heaters. All hard floor surfaces need to be swept and mopped; including under appliances. Patios and/or decks need to be swept off as well.
- **GARAGES/BASEMENTS:** all items need to be removed from garages and basements and the area (s) need to be swept out.
- **YARD:** if you are responsible for mowing your lawn, the lawn needs to be mowed prior to move out. In addition, ALL trash, cigarette butts, dog feces, etc. needs to be cleaned up and disposed of.
- **SMOKE DETECTORS:** all smoke detectors were hanging and functioning at the time of your move in. They should all still be hanging with a working battery installed. You will be billed for missing smoke detectors.

FILL THIS OUT AND LEAVE IT ON THE COUNTER IN YOUR HOUSE: THERE WILL BE NO FURTHER REMINDERS FOR FORWARDING ADDRESSES

CURRENT HOUSE ADDRESS: _____

Full Name: _____

FWD Address: _____

City: _____ State: _____ Zip: _____

Full Name: _____

FWD Address: _____

City: _____ State: _____ Zip: _____

Full Name: _____

FWD Address: _____

City: _____ State: _____ Zip: _____

Full Name: _____

FWD Address: _____

City: _____ State: _____ Zip: _____

Full Name: _____

FWD Address: _____

City: _____ State: _____ Zip: _____

Full Name: _____

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City: _____ State: _____ Zip: _____