



Move-out Help and Instructions

Dear Tenant,

In order to expedite the return of your security deposit settlement, please complete the following check list before vacating. If you have any questions, please refer to your lease or call the office at 920-233-5810.

If the water bill is your responsibility:

Call the water department at 232-5325 to have the account removed from your name. Please remember you might need to let the utility company into the basement to read the meter. The final water bill is sent to us. We will deduct this bill from your security deposit.

If Wisconsin Public Service utility is your responsibility:

Call WPS at 1-800-450-7260 and have the account removed from your name back to ours on the last day of the term.

The following is, but should not be limited to, a list of cleaning tips. Please note that you will be billed back for cleaning beyond normal wear-and-tear, please do a thorough job:

- Clean entire bathroom including glass shower doors.
- Wipe out all kitchen cabinets.
- Wash refrigerator inside and out. Do not unplug the refrigerator!!
- Wash and clean oven/range, inside and out, and underneath top.
- Wash fan, filter, and hood above range.
- Dust all woodwork, blinds, shelves and light fixtures.
- Make sure all bulbs are working.
- Wash and clean all hard surface floors.
- Wash off entry doors, storm doors and interior windows.
- Wash any soiled areas on walls and ceilings.
- Remove all debris inside and out, common areas, storage areas, and yards, including the basement and garage where applicable.
- Vacuum all carpets.

IMPORTANT: We will make the arrangements for the carpets to be cleaned. Per the carpet cleaning agreement, you are responsible for the cost, which is due no later than the last day of the lease term. 1 BR - \$85; 2 BR - \$120; 3 BR - \$145; 4 BR - \$160

Any cost for cleaning or repairs due to damage done to the apartment will be charged against your deposit on a time and material basis. Do not attempt to patch and/or paint any wall damage as this may result in further damage. We will repair as necessary.

We will be advertising your apartment for rent and we will begin showing it to prospective tenants. We will call in advance, giving you the 12-hour required notice, to show the apartment. If you have any questions, please call the office at 920-233-5810.

Please return all items to the office, including all keys, a forwarding address and the carpet cleaning check, no later than the last day of the lease term. Please remember; we cannot process the return of your deposit without a final water bill. We will mail out the security deposit within 21 days of receiving these items.

Sincerely,

Schwab Properties, LLC