



## MOVE OUT PACKET

**YOUR LEASE ENDS AT NOON ON:** \_\_\_\_\_

**(MOVE OUT DATE IS THE LAST DATE AND TIME ANYONE IS ALLOWED IN THE UNIT FOR ANY REASON. THIS DATE WAS EMAILED TO ANY AND ALL ROOMMATES WE HAVE CORRECT EMAILS FOR—IT IS YOUR RESPONSIBILITY TO MAKE SURE ALL ROOMMATES HAVE THE INFORMATION PROVIDED)**

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.

**WHEN THE LAST PERSON HAS VACATED, PLEASE TEXT: 715-504-6496**

**This is a text only number – please make sure to include your address and unit number when texting.**

**KEYS:** ALL keys are to be returned or there is a \$50/key charge for each missing key and/or lock replacement at your expense. All keys including front door, side doors, back doors, bedroom doors (leave in bedroom doors), garage doors (if applicable), mail box keys (if applicable), etc. are to be returned.

Do NOT return your keys to the office – keys that are returned to the office will incur a fee for returning them to the unit. If keys are returned to the office and they are not labeled, you will be billed for new locks. If we arrive at the property and your door is locked, there will be a charge for unlocking the unit.

**CARPET CLEANING:** Your carpets need to be cleaned by a professional, truck-mounted company with a receipt for payment left on the counter at the time of vacating. These companies are very busy at the end of the month, so you will want to schedule this in advance. If your carpets appear not to have been cleaned, need further cleaning and whoever you hired is unwilling to return to complete the work, the receipt is not verifiable, etc. you may be billed for carpet cleaning based on the condition they are left in.

360 Carpet Cleaning offers residents of Abode Properties the same rate they offer us (which is lower than one-time customers). Their number is 715-764-0778 if you would like to use them and texting is the best option.

**TRASH:** If you are leaving additional garbage, furniture, etc. make sure you phone your garbage provider and pre-pay for the additional pick up and that it is removed prior to your lease end date. 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. If items are left in units, you will be billed for moving the items as well as the disposal of the items. Tires, TVs, computers, etc. cannot be left. If there are items left curbside in a multi-plex the cost of disposal will be billed to all units unless a unit has indicated they are leaving those items.

There are disposal services that the cities and universities typically help coordinate that you may want to look into in order to help lower the costs of excess trash. The cost of trash remove has increased significantly and it would be best of utilize the disposal services offered by campuses and cities or taking large items to a waste site yourself. The current cost of disposing a mattress is \$100 + the fuel surcharge billed by the provider and their pricing can change without notice.

**LIGHT BULBS:** It is your responsibility to replace any and all non-working/missing lightbulbs in your unit, porches, garages, etc. (light fixtures inside and outside, fridge, stove, etc) with the correct type of bulbs. If you put normal bulbs in a bathroom vanity, you will be billed for replacing with the appropriate type of bulbs.

**UTILITIES (XCEL ENERGY):** It is your responsibility to end service at your address for the last day of your lease. If you are moving out earlier than your lease end date, you are responsible for keeping utilities in your name. If they are removed early, there is a \$50 administrative fee for us billing back the usage. If you forget to take utilities out of your name, Xcel Energy will not remove the charges and bill us for the days you kept service in your name, so it is very important you remember to take the utilities out of your name.

**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 do 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, hairs, cleaning supply residue, etc. Once you are done cleaning, it is a good idea to do a final walk through with the check list.

**FORWARDING ADDRESSES:** You can use the last page of this packet 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). If you called the office or emailed with a forwarding address, it needs to be left on the counter as well. If you provided a forwarding address via phone or email, we will do our best to mail the deposit to that location, however we use the form turned in on the countertop to process deposit addresses. There will be no further reminder on providing a forwarding address as this is your responsibility to provide to us.

**SECURITY DEPOSIT RETURN INFO:** We have 21 days from lease end date to mail the information regarding your security deposit and all deposit information is mailed within that timeline. We are not responsible for how long the mailing service takes to deliver your mail. There is no option for picking up deposit information in the office. Please do not call the office to inquire where your deposit is prior to June 15.

Once you receive your security deposit back in the mail, if you have any questions, please reach out to us and we would be happy to answer any questions and/or meet to go through move out photos.

**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—ANY DAMAGE DONE TO THE LAWN WILL BE BILLED TO TENANTS.**

## 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, lip 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.). In addition to needed cleaning, you will be billed for any missing/non-working light bulbs (inside and outside your unit).
- **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. Carpets are to be professionally cleaned prior to your vacating.
- **GARAGES/BASEMENTS:** all items need to be removed from garages and basements and the area(s) need to be swept out and cobwebs removed.
- **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 and/or smoke detectors that have been tampered with.

**RENTAL 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: \_\_\_\_\_

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: \_\_\_\_\_