

Tenant Move Out Checklist - A Must Read

Last Day of Lease is the 30th or 31th @ 12pm (noon) not the 1st of the new month

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This check out form will assist you in your move out and help in the return of your security deposit. Moving is not fun - especially if it's hot or rainy and roommates refuse to do their share of the cleaning. Plan ahead and allow for many unexpected circumstances.

Your unit must be *immaculately clean and vacated by the date and time above. Moving and cleaning takes at least a full day so plan accordingly. Most tenants take off work on move day. Do not plan any cleaning or moving after 12:00 pm. Unless you make arrangements to move out prior to the last day of the month, **leave all unit keys on the kitchen counter with your working garage remote and the front door to your unit unlocked. All bedroom keys must be in bedroom door locks.**

***IMMACULATELY CLEAN and MOVE IN CONDITION**

Your entire security deposit can be lost if you do not thoroughly clean and prepare your unit for "move-in" condition. This does NOT mean "broom swept" clean. If your unit is not in immaculate condition, you will not only lose money but will delay the return of remaining security deposit money. Deductions are also made for moving and disposal of discarded property. Old furniture and other unwanted items should be neatly stacked by the curb or alley depending **where the garbage is normally picked up. DO NOT dump garbage in blue recycling bins.** If the volume exceeds the City's limit you will be charged for hauling and disposal. If there are known damages (i.e. broken windows) it is recommended that these items be identified before your last day. This helps prevent surprises and will reduce the time and cost needed to make repairs and will assist in proper identification of responsible persons. If there is tenant damage and the responsible individual does not accept his/her responsibility in writing, damages will be held against all leaseholders since security deposits are jointly and severally held. The attached page shows photos and costs associated with damages and poor cleaning. Be very careful moving couches, chairs and other furniture on hardwood floors. **DO NOT PUSH** furniture across hardwood floors. Repairing floor gouges is very expensive and will come out of your security deposit and may result in a judgment should floor resurfacing exceeds your security deposit.

Security Deposit: Your security deposit check will be made out to all tenants who were on the lease agreement unless the tenants specifically designate one individual whom the check or money order should be made out to. To expedite the return of your security deposit please text or email which forwarding address will receive the check. Your security deposit check minus damages, cleaning, sewer/water will be sent out 21 days after you move out. Be sure to file a change of address form with the US Postal Service online.

WE Energy: You are responsible for your utilities (gas and electric) for the term of your lease even if you move out early. If you disconnect your utilities prior to the last day of your lease your security deposit will be deducted for this period plus an administrative fee. **Sewer and Water** - Unless indicated in your lease, sewer and water charges for your unit are due in full at the end of your lease period. Calculations are based on the last four billed quarters divided by the number of units in your building from the City of Milwaukee Department of Water Works website.

The following check list will detail many items often missed by vacating tenants:

' **Kitchen** - Thoroughly clean the refrigerator. This includes top & sides. Move unit away from the wall and sweep & mop under and the back of the refrigerator. Cooling coils if exposed should be vacuumed. Leave refrigerator unplugged and with freezer and refrigerator doors propped open. All countertops and sink must be scrubbed clean. Thoroughly clean oven. This includes burners, top & sides. Most gas range tops are "drip-free" so do not raise the cover. Wipe down all cabinets, drawers, countertops and surfaces. Sweep and mop the floor under the oven as food and crud accumulate in these places.

☐ **Bathrooms** - Thoroughly clean and scrub toilet, tub, sink, medicine cabinet, walls and floor.

☐ **Floors** - Sweep and mop hardwood floors. (DO NOT use any chemical cleaners on hardwood floors including Swiffer or other chemical mops— just use a slightly damp mop with 1/4 to 1/2 cup of vinegar per gallon of warm water. Carpeting must be professionally cleaned (a receipt must be provided for carpet cleaning). You can use any professional service such as Stanley Steamer or Sears. DO NOT dump mop water in the sink – use the toilet for this. Also, DO NOT flush paper toweling or other cleaning wipes/towelettes down the toilet. This will clog the toilet and pipes and you will be charged for a plumber's service call.

' **Walls/Painting** - Patch and repair nail holes. If your walls have been painted with our standard "Behr Antique White 1823 interior satin enamel" you can request a small container for touch-ups. If you illegally painted your walls DO NOT repaint them. This will be done by our professional painters and deducted from your security deposit.

' **Replace all light bulbs** including porch light bulbs.

' **Clean common areas:** Sweep and mop the laundry rooms, front and back stairways. All personal property left in the basement, porch, garage and attic will be disposed of at your expense. Moving/hauling/disposing charges by the City of Milwaukee apply.

' **All keys** (including copies) and garage openers must be returned at checkout or left on the kitchen counter. Bedroom keys must be working and left in bedroom door locks. If you do not have your bedroom key, the excuse "I never got a (bedroom/backdoor) key when I moved in" won't work. That's like telling your professor "the dog ate my term paper". Unless you indicated this on your move-in property condition report that a key was missing and a copy was not provided, you will be charged.

' **Personal Property** - Remove all boxes, books, old computers and furniture. Be careful not to scratch hardwood floors, dent walls or break windows when moving furniture (especially sofas and mattress frames). We will check the basement attic and porch for discarded furniture. If discarded furniture exceeds the size limit for special pickup you will be charged special pickup fees. Note: The city will not pick up TVs, computers and other electronics. The Goodwill Store on Oakland Ave has been accepting these E-waste items. ' **Smoke Detectors** - All smoke detectors and CO detectors need to be properly installed and functional. These devices all come with 10-year Lithium Batteries and are not serviceable. Do not attempt to open covers.