

Tenant Move-Out Checklist — A Must Read

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

This checkout form is intended to help you complete your move-out properly and improve the return of your security deposit. Moving is difficult, especially when weather, time constraints, or shared responsibilities make the process harder than expected. Please plan ahead and allow enough time for packing, hauling and deep cleaning.

Your unit must be immaculately clean and fully vacated by the date and time above. Moving and cleaning typically take at least a full day, so do not plan to clean or move after 12:00 p.m. (noon) on the final day. Unless other arrangements have been made, leave all unit keys on the kitchen counter, leave your working garage remote with the keys, unlock the front door to your unit, and leave all bedroom keys in the bedroom door locks.

Cleaning Expectation

Your unit must be left in move-in condition. “Broom swept” is not acceptable. If your unit is not thoroughly cleaned in immaculate condition the security deposit will be used for additional professional cleaning services. Deductions will be made for cleaning, hauling, disposal, and removal of abandoned items and furniture anywhere on the property.

Damages

If there are known damages, such as broken windows or other repair issues, please identify them before your last day. This helps avoid confusion, reduces repair time and cost, and helps determine responsibility. If tenant damage exists and the responsible person does not admit responsibility in writing, the damage will be charged against all leaseholders because security deposits are jointly and severally held.

Floors

Be very careful moving furniture on hardwood floors. Do not push couches, chairs, or other heavy items across the floor. Hardwood gouges are very expensive to repair and will be charged against your security deposit.

Security Deposit

Your security deposit check will be made out to all tenants named on the lease unless the tenants specifically designate one person to receive it. To help avoid delays, please text or email the forwarding address where the refund should be sent. Your security deposit, minus any charges for damages, cleaning, sewer/water, or other deductions, will be mailed within 21 days after move-out. If you prefer Venmo text your landlord with your Venmo addresses. Please also file a change of address form with the U.S. Postal Service online.

Utilities and Charges

You are responsible for WE Energies gas and electric service for the full term of your lease, even if you move out early. If utilities are disconnected before the last day of the lease, the security deposit will be reduced for that period, plus an administrative fee. Your final sewer and water charges will be deducted from your security deposit.

Move-Out Cleaning and Checkout Checklist

To help ensure the prompt return of your security deposit, please complete the following cleaning and move-out requirements before vacating the property. The apartment, house, garage, basement, porch, attic, storage areas, and appliances must be left clean and empty.

Kitchen

- Thoroughly clean and sanitize the refrigerator inside and out, including shelves, drawers, door compartments, handles, top, sides, and rubber door seals.
- Move the refrigerator away from the wall and sweep and mop underneath and behind it.
- Vacuum exposed refrigerator cooling coils if accessible.
- Leave the refrigerator unplugged with both doors propped open to prevent odors and mold.
- Thoroughly clean the oven, broiler drawer, burners, stovetop, control knobs, drip pans, sides, and backsplash area.
- Do not raise or disassemble sealed or drip-free gas range tops.
- Remove all grease, food residue, and burned-on spills from kitchen surfaces.
- Clean and disinfect countertops, sink, faucet, backsplash, and all cabinets and drawers inside and out.
- Wipe down all shelves, cabinet fronts, doors, trim, and light fixtures.
- Sweep and mop the kitchen floor, including under and behind the stove where grease and food debris commonly collect.
- Remove all food, trash, shelf liners, tape, hooks, and personal items from the kitchen.

Bathrooms

- Thoroughly scrub and disinfect the toilet, bathtub, shower walls, sink, vanity, mirrors, medicine cabinet, tile, and flooring.
- Remove soap scum, mold, mildew, toothpaste residue, and hard water stains.
- Clean all drawers, cabinets, towel bars, shelves, and fixtures.
- Wipe down exhaust fans and light fixtures.
- Floors must be swept and mopped.

Hardwood Floors

- Sweep and mop all hardwood floors.
- Do not use chemical cleaners, Murphy's Oil Soap, Swiffer products, or similar chemical wet mops on hardwood flooring.
- Use only a slightly damp mop with a solution of approximately 1/4 to 1/2 cup of white vinegar per gallon of warm water.
- Excessive water or cleaning chemicals will damage hardwood floors.

Carpeting

- All carpeting must be professionally cleaned after all furniture has been removed.
- A paid receipt from the carpet cleaning company must be provided upon move-out.
- Any pet odors, stains, excessive dirt, or damage will require additional treatment or replacement charges.

Walls, Paint, and Damage Repairs

- Patch and repair all nail holes, screws, anchors, and minor wall damage.
- Touch-up paint may be requested from management if needed. Walls are (exclusively) painted with Behr Antique White 1823 Interior Satin.
- If walls were painted without written permission, do not repaint them yourself.
- Unauthorized paint colors or poor repainting attempts will require professional repainting at tenant expense.
- Remove all stickers, adhesive hooks, tape residue, and decals from walls, doors, and windows.
- Report any significant damage before move-out.

Windows and Blinds

- Clean interior windows, windowsills, tracks, and locks.
- Remove cobwebs, dust, and dirt from blinds and window trim.
- Broken blinds or damaged screens will be charged to the tenant.

Ceiling Fans

- Clean ceiling fan and blades.

Light Bulbs

- Replace all burned-out light bulbs with equivalent LED warm bulbs, including appliance, basement, exterior, porch, and garage bulbs.
- All light fixtures must be operational at move-out.
- If you cannot safely access a fixture or need assistance, email management before move-out.

Smoke and Carbon Monoxide Detectors

- Smoke detectors and carbon monoxide detectors must remain installed, operational, and undamaged.
- Do not attempt to open unit as they are equipped with sealed 10 year batteries.
- Missing or damaged detectors will result in replacement charges.

Trash

- Remove all trash from the property and place it in proper containers. If your green garbage carts are full you should place your sealed heavy duty garbage bags next to the green carts at your normal pick up location either alley or curb.

Plumbing

- Do not pour mop water into kitchen or bathroom sinks; dispose of mop water in the toilet.
- Do not flush paper towels, cleaning wipes, feminine hygiene products, or other non-flushable items.
- Do not use Drano or any chemical liquid products. They don't work, damage piped and the environment.
- Plumbing blockages caused by improper disposal will result in plumber charges

Basement, Garage, Porch, Attic, Storage Areas, and Common Areas

- Remove all personal belongings, trash, furniture, boxes, electronics, mattresses, and miscellaneous items from:
 - Basement
 - Garage
 - Porch
 - Attic
 - Storage rooms
 - Laundry rooms
 - Common hallways and stairways
- Sweep, mop, or vacuum all common and storage areas used during tenancy.
- Any items left behind will be discarded or hauled away at tenant expense.
- Additional hauling fees will apply for oversized furniture, mattresses, construction debris, televisions, computers, or electronic waste.
- City of Milwaukee special pickup fees and private hauling charges will be deducted from the security deposit where applicable.
- Exercise care when moving furniture to avoid scratching hardwood floors, denting walls, damaging stair railings, or breaking windows.

Keys and Garage Openers

- Bedroom keys must be working and left in the bedroom door locks.
- Return all keys, including copies, mailbox keys, laundry keys, and garage openers.
- Keys may be left on the kitchen counter unless other arrangements are made.
- Claims that a bedroom or unit key was never provided will not be accepted unless documented on the original move-in condition report and management failed to provide a replacement. (Would you tell your professor that your dog ate your homework?) Missing keys, lockouts, or unreturned garage openers will result in rekeying and replacement charges.

Final Move-Out Requirements

- Remove all personal property from the premises.
- Ensure all cleaning is complete.
- Turn off lights and appliances.
- Close and lock all windows and doors.
- Verify utilities remain on if required by your lease until the end date.
- Provide a forwarding address for security or Venmo address.

Failure to complete these move-out requirements will result in cleaning, repair, hauling, locksmith, repainting, carpet cleaning, plumbing, or disposal charges being deducted from the security deposit as permitted by your lease and Wisconsin law.

Contact Information

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Copies of this checkout list can be found on www.uwmrentals.com/renter.php