



## **VACATING INSTRUCTIONS CHECKLIST**

**Read Carefully!** Cleaning your apartment to the following specifications will help insure the full return of your security deposit.

The items below will be checked for cleanliness and/or damage (above normal wear and tear) and will be compared with the Move-In / Move-Out Report you were given when you moved in. If you failed to return that report to our office, you confirmed that there were no exceptions, and that your apartment was delivered in a clean, sanitary, and good operating condition, with no defects at all.

**Be Aware!** Your occupancy ends at 12 noon on the last day of your lease. A late move-out fee will be assessed per the rules and regulations you agreed to for all who are not moved out by 12 noon. You must be completely out of the unit with keys and checklist dropped off at our office by 12 noon on the last day of the lease.

### **KITCHEN**

- \_\_\_\_\_ **STOVE:** Interior and racks cleaned, broiler pan present and clean, bottom drawer clean, drip pans cleaned or replaced.
- \_\_\_\_\_ **RANGE HOOD:** Wipe down all exposed areas, clean filter, and replace any burned out lights.
- \_\_\_\_\_ **REFRIGERATOR/FREEZER:** Interior empty and wiped down, shelves and drawers wiped down, exterior wiped down/cleaned. **LEAVE THE REFRIGERATOR TURNED ON AND DO NOT UNPLUG.**
- \_\_\_\_\_ **CUPBOARDS/DRAWERS:** Emptied, wiped out and clean; front of cupboards/drawers wiped down/cleaned.
- \_\_\_\_\_ **OTHER:** Kitchen sink is to be wiped out/cleaned, counters are to be wiped down and flooring is to be washed and cleaned.

### **LIVING ROOM**

- \_\_\_\_\_ **PATIO DOORS/WINDOWS:** Door track wiped down, glass door/windows are to be cleaned, blinds and screens are to be cleaned and in working order.
- \_\_\_\_\_ **FLOORING:** Vacuum, mop, clean floors.

### **BATHROOM**

- \_\_\_\_\_ **TUB/SINK:** Cleaned, free of soap scum and lime build up, curtain and rings removed with rod intact. Vanities, cabinets, and linen closets wiped down inside and out.
- \_\_\_\_\_ **TOILET:** Clean inside, outside, and around bottom.
- \_\_\_\_\_ **MIRRORS/WALL TILE:** Cleaned, medicine cabinet emptied and wiped out.
- \_\_\_\_\_ **FLOOR:** Cleaned, baseboards wiped down.

# Vacating Instruction Checklist

(Continued)

## BEDROOM(S)

\_\_\_\_\_ **WINDOWS/BLINDS:** Windows are to be cleaned and locked, blinds and screens to be cleaned and in working order, window ledges and sills cleaned.

\_\_\_\_\_ **FLOORING:** Vacuum and mop. Clean floor vents/registers. Remove carpet spots.

## OTHER

\_\_\_\_\_ **STORAGE LOCKER/GARAGE/BASEMENT/PATIO/LARGE ITEMS:** Free of personal items and swept out.

Any large items (couches, furniture, boxes with junk in them, etc.) should NOT be left at the curb or outside the dumpster; you will be charged for removal of these items by an outside vendor.

\_\_\_\_\_ **CARPETING:** If you feel the carpets need to be professionally cleaned, please have this done at your expense.

\_\_\_\_\_ **WINDOWS:** Glass and tracks should be cleaned. Screens should be in place without damage and cleaned well.

\_\_\_\_\_ **LIGHT BULBS:** Make sure all light bulbs are working before you leave.

\_\_\_\_\_ **UTILITIES:** Have your utilities read, pay all final charges, and provide forwarding address to utilities.

\_\_\_\_\_ **ONLINE RENT PAYMENTS:** Discontinue your monthly online rent payments if applicable.

\_\_\_\_\_ **SATELLITE DISH:** If you had a satellite dish installed, be sure to disconnect and remove it.

\_\_\_\_\_ **OVERALL CLEANLINESS/REPAIRS:** If cleaners need to be called in to clean any and/or your entire apartment, normal charges are \$30/hour plus supplies. Normal charges for maintenance labor for repairs are \$30/hour plus supplies.

\_\_\_\_\_ **SECURITY DEPOSIT REFUNDS:** Security Deposit accounting will be in the mail per Wis. Stats. S. 704.28(4). Remember to provide the forwarding addresses of each tenant to help facilitate this process. For joint leases, only one security deposit refund check will be issued, made payable to all tenants designated on the lease and mailed to the address on the left below. Any charges for having to stop payment on Security Deposit Refund checks issued and not received will be charged to resident.

**Unit Address/No:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Forwarding Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_ **KEYS:** All keys (apartment, mailbox, storage locker) must be **dropped off at our office** (key envelope provided) with this completed Vacating Instructions Checklist by 12 noon on the day of vacating. Keys not dropped off at our office on the last day of lease will be charged a \$15 Duplication Fee per key.