

## MOVE OUT CHECK LIST

- CALL WE ENERGIES 800-242-9137 TO REMOVE GAS & ELECTRIC FROM YOUR NAME. CALL ABOUT 2 WEEKS BEFORE LEASE END DATE. (ALL UTILITIES MUST REMAIN IN YOUR NAME UNTIL LEASE END REGARDLESS IF MOVING OUT SOONER)
- CALL CHARTER CABLE TO CANCEL CABLE SERVICES 800-581-0081 (CALL ABOUT 2 WEEKS BEFORE DISCONNECT DATE)
- IF YOU NEED TO DISPOSE OF ANY FURNITURE, TV'S OR LARGER ITEMS YOU WILL NEED TO CONTACT JOHN'S DISPOSAL @262-473-4700 TO MAKE PAY ARRANGEMENTS AND PICK-UP ARRANGEMENTS WITH THEM. CALL THE OFFICE TO INFORM US OF ITEMS YOU WILL BE PLACING OUT THERE. DUMPSTER AREA IS FOR TRASH AND RECYCLEABLES ONLY.
- MAKE SURE APARTMENT IS AS CLEAN AS YOUR MOVE IN DAY, ALL CARPETS VACUUMED, FLOORS MOPPED, BATHROOM CLEANED, ALL CUPBOARDS CLEANED INSIDE & OUT, ALL APPLIANCES CLEANED INSIDE & OUT. (IF WE HAVE TO CLEAN OUR RATE IS \$25.00/HR. IF CARPETS ARE BADLY STAINED, A PROFESSIONAL CLEANER WILL BE USED AND TENANTS WILL BE CHARGED THOSE FEES.)
- ALL KEYS AND GARAGE DOOR OPENERS TURNED IN TO RENTAL OFFICE. (BY MIDNIGHT ON THE LAST DAY OF YOUR LEASE.). IF LOCKS HAVE TO BE RE-KEYED BECAUSE OF MISSING KEYS YOU WILL BE CHARGED \$50.00
- FORWARDING ADDRESS TURNED IN TO RENTAL OFFICE. IF NO FORWARDING ADDRESS IS GIVEN DEPOSIT WILL BE MAILED BACK TO APARTMENT ADDRESS. IF A STOP PAYMENT ON CHECK IS NECESSARY DUE TO LOST DEPOSIT TENANT WILL BE LIABLE FOR THE STOP PAYMENT CHARGE TO RE-ISSUE A NEW CHECK.
- RENTAL OFFICE WILL NOTIFY WATER DEPT. (FINAL WATER BILL IS TAKEN FROM SECURITY DEPOSIT PER YOUR LEASE.)
- STOP BY POST OFFICE AND TURN IN CHANGE OF ADDRESS.
- \* IF YOU HAVE NON-PERISHABLE FOOD ITEMS YOU ARE PLANNING TO THROW AWAY YOU MAY LEAVE THEM ON YOUR KITCHEN COUNTER OR DROP OFF AT THE RENTAL OFFICE SO WE CAN TAKE THEM TO THE LOCAL FOOD PANTRY FOR PERSONS IN NEED.