

## ***MOVE-OUT GUIDELINES***

Dear Tenant,

We work hard to keep our rental properties in good condition and appreciate your help. Your security deposit will be processed within 21 days of move out. We need your cooperation in completing the following checklist.

1. Your security deposit does not apply to your last month's rent!
2. Leave all nails in the walls. Do not attempt to patch or paint over any holes in the walls. We will not charge for filling nail holes unless there is an unusual quantity. Our cleaning/painting crews are trained to make these repairs and often it is more costly for you if they have to repair a poorly done patch than if they can simply fill the nail hole.
3. If your unit has plug in carbon monoxide alarms that were provided by Tomah Property Management. Do not remove them. They are the property of the landlord.
4. Turn in all unit keys (including any copies that you may have made), mailbox key and garage door opener to the Tomah Property Management office. If you turn in your keys after hours, you can put your keys in the drop box (be sure to label them with your address).
5. Do not take your black City of Tomah Recycling bin with you when you move. If this bin is not at the property after you have vacated, a \$200 fee will be charged to your security deposit for its replacement.
6. Be sure to remove all personal belongings and garbage. If personal items are left, disposal can be costly.
7. Replace all burned out light bulbs.
8. Install a new furnace filter.
9. Change batteries in all smoke alarms, if applicable.
10. Contact Alliant and We Energies and have the accounts removed from your name and transferred back into the name of the owner effective on the final day of your 30 day notice.
11. Contact the City of Tomah's water and sewer department and have your name removed from the account effective the final day of your 30 day notice. After reading your water meter a final time, the City will send your final bill to our office and we will deduct the amount due from your security deposit. (Note: This is for the water bill only, not Alliant or We Energies.)
12. If you have an ACH (automatic withdrawal for your rent payment), please call the office to cancel it.
13. Go to the Post Office and arrange for your mail to be forwarded to your new address in order to avoid the next tenant in your unit receiving your mail. You can also do this online at [usps.com](https://usps.com).
14. Arrange for your phone and cable service to be disconnected.
15. If you have a satellite dish, remove the dish, post, concrete, satellite and wires. Then repair and reseed the lawn, and reconnect original cable wires to the building's wires. If you would like us to do this for you, there is a \$95.00 charge applied.
16. If you plan to hire a professional cleaning crew to clean the unit for you, we recommend that you use one of the crews that we would typically use, as they are familiar with how we expect the unit to be cleaned. You can contact our office for phone numbers of the three cleaning crews that we use.
17. If you move out during the Fall/Winter months, make sure to leave your thermostat set to "on" and 62 degrees. If you move out during the Spring/Summer months, turn the heat/ac to "off".
18. Please do not put garbage into your recycling bin when moving.
19. Please make sure that the unit is cleaned in the following manner:

### **LIVING ROOM**

- Clean all blinds
- Wash all windows, sills, and screens
- Wash all baseboards and electrical plates
- Vacuum carpet and any cobwebs
- Wipe down closet shelf if applicable

## FURNACE ROOM

- Sweep floor
- Vacuum cobwebs
- Change furnace filter

## KITCHEN

- Clean all blinds
- Wash all windows, sills, and screens
- Wash all baseboards and electrical plates
- Wash counter top, and any debris on walls
- Clean dishwasher inside and out
- Clean refrigerator and freezer, inside, outside, and floor underneath. (Do not turn it off)
- Clean oven, top of range, under burners, hood, and broiler pans. (Drip pans will be replaced at your expense if they do not come clean.)
- Wipe down all cupboards and drawers inside and out
- Vacuum and dust and cobwebs
- Sweep and scrub floor, even under appliances
- Wipe down closet shelves, if applicable
- Replace any burned out light bulbs (refrigerator, vent hood, oven, and light fixture)

## BATHROOM

- Wash all baseboards and electrical plates
- Scrub the bathtub, toilet and sink inside and out
- Wipe down all cupboards and drawers inside and out.
- Sweep and scrub floor
- Clean ceiling exhaust fan, light fixtures, and replace any burned out light bulbs
- Wipe down washer and dryer inside and out if applicable

## BEDROOMS

- Clean all blinds
- Wash windows, sills, and screens
- Wash all baseboards and electrical plates
- Wipe down closet shelves
- Wash ceiling fan, blades and globes-replace any burned out light bulbs
- Vacuum carpet and any cobwebs

## GARAGE

- Sweep out or vacuum garage
- Replace any burned out light bulbs.

## OUTSIDE

- Remove all debris, cigarette butts, and personal belongings and sweep the concrete patio (if applicable) and front sidewalk.
- Wash interior and exterior of all doors.

It is very important to do all of the above items, as your failure to do so will result in these items being charged to you. It is your responsibility to leave the unit in the same good condition as when you moved in with reasonable wear and tear expected. In signing your rental agreement you agreed that the premises would be cleaned in accordance with this list.

*Thank you for renting with us!*