

Dear Resident,

I am sorry to hear you will no longer be residing with us!

To assist you in minimizing the stress, turmoil and cost of moving, the following information is provided to familiarize you with our move-out requirements. Your full compliance to these requirements will expedite the return of your security deposit, eliminate any misunderstanding, and will insure the next resident will enjoy a clean and damage-free home.

Move-out is defined as the actual day when all the following items have been completed:

1. Removal of all personal belongings and home has been thoroughly cleaned (see Cleaning Suggestions below).
2. If you pay for water, please call the Water Department for a Final meter read out so you can pay your final water bill. Please provide us with a copy of the "Paid" water bill upon move-out.
3. Return all apartment and mailbox keys to our office.
4. Please insure all windows and doors to the home are properly closed and locked.

Please remember that until all Move-out requirements are completed, you are financially responsible for the rent.

Cleaning Suggestions - Please insure your home is thoroughly cleaned. However, if you elect not to clean your home, we will gladly take care of the cleaning for a charge of \$20.00 per hour. Unfortunately, homes needing extensive cleaning can result in significant costs to you. However, if you pay close attention to cleaning the following items you can save yourself a lot of money, and reduce the time it takes to return your security deposit.

1. Kitchen - thoroughly clean stove, oven, range hood, refrigerator, sink, and cabinets (interior and exterior). Replace stove drip pans.
2. Bathroom - thoroughly clean tub, toilet, sink and vanity. Replace all burned out lights.
3. Flooring - Vacuum all carpets, and wash all linoleum floors.

4. Clean all windows. If you have installed blinds and they are damaged or smoke stained, please remove them and fill the holes. If you have damaged the blinds we provided – please replace them.
5. Discard all trash from home and outside balcony or patio.
6. Please insure the ice trays, utility bin, broiler pan, blinds, etc. remain in the home

Finally, please be extremely careful not to damage interior stairway walls when moving furniture and boxes from your home.

We sincerely hope you enjoyed your stay. If you have any suggestions on how we can improve "our home" please call me at (262) 249-1922 or write to Lakes Property Management 910 S. Wells St., Lake Geneva, WI 53147. Additionally, please provide us your forwarding address so we may return your security deposit. Please remember that according to Wisconsin law, the landlord has 21 days from the end of the lease term to return your security deposit or Statement of Charges.

The professional staff at **Lakes Property Management** would like to wish you continued good health, happiness and prosperity. Good Luck!

Sincerely,
Lakes Property Management L.L.C.
Mark Southwick