



450 N. Wales Rd., Suite 4, Wales WI. 53183 \* Office (262) 968-3378

### CHECK-OUT PROCEDURE

All tenants who have given a sixty (60) day written and sign move-out notice to Penkert Properties Management, LLC are entitled to receive a refund of their security deposit, if the apartment is left in rent ready condition and without damage. Please contact your manger for a pre-move out inspection at least one week prior to move out . This allows ample time to schedule contractor work if needed.

Wisconsin statue allows landlords to deduct from security despot for damage, waste, neglect, or abuse. This includes unclean bathroom tub surround, toilet, floor & sink. In addition food residue in oven, stove top, refrigerator & cabinets.

The ENTIRE PREMISES must be cleaned to the satisfaction of management with such cleaning including but not limited to the following:

#### ALL AREAS

- Have carpets cleaned for abused stains and dirt
- Drapes, rods, blinds (make sure all blinds are operable and cleaned)
- Light Fixtures
- Clean all interior and exterior doors and trim
- Make sure all light bulbs are operative
- Make sure batteries in smoke detector are operative
- Walls (Grease and fingerprints)
- Ceilings
- Floors
- Closets
- Windows, sills, tracks
- Sinks
- Heating vents, registers, AC units

#### RUBBISH/KEYS

- Have all trash and rubbish hauled in the dumpsters
- Deliver keys/garage door opener to manager. Do not leave keys with a neighbor. You will be charged rent until all the keys and openers are in our possession.

#### BATHROOM

- Shower, tub, tiles
- Cabinets/Fixtures
- Mirrors

#### KITCHEN

- Sink, faucet, floors & wall food spatter
- Cupboards and drawers (inside and out)
- Refrigerator (inside and out, shelves, underneath)
- Stove (burners, drip bowls, underneath burners, stove top, range hood, filter, underneath)
- Oven (Must be completely cleaned inside & out, with no visible black marks)

#### LAUNDRY ROOM/BASEMENT/GARAGE

- Washer (if applicable)
- Dryer (if applicable)
- Storage Locker/Basement (if applicable)
- Garage (if applicable)

All check-out times must be scheduled in advance with the on-site manager, Unless stipulated otherwise in writing by the landlord, tenants must be completely moved out of premises by 11:00 am. on the last day of the lease. Each tenant must leave their apartment keys with the on-site manager. All security deposits/statements will be sent out within 21 days. Please call to arrange your check-out time, with your on-site manager.

Thank you in advance for your cooperation

Form #:  
Update: 12/20/2014