

# VACATING INSTRUCTIONS



505 N. Carroll St., Suite #1  
P.O. Box 512  
Madison, WI 53701-0512  
(608)255-8633  
(608)255-7509 Fax

Dear Resident(s) of

Please return all of the keys at the time the entire apartment is vacated.

Be sure to notify and cancel your gas and electric, telephone, cable tv, newspapers and any other services provided at your present address. Make sure you list your change of address with the Post Office as well as immediately putting your name on your new mailbox. The post office will deliver your mail only if your name is on that mailbox.

Special appointments (within reason) for returning your keys *before* the deadline (*see #14 below*) can be made by calling the office during office hours at 255-8633. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday and 10:00 a.m. to 4:00 p.m. on Saturdays. (Be sure to contact us regarding Sunday/Holiday hours.) The office is located at

If the outgoing tenants have not vacated the apartment on the expiration date, they may be charged two times the daily rent as well as any additional damages caused or incurred. **Our records show your lease expiration date to be** . If our information is incorrect, please notify the office at 255-8633.

The following information may be helpful as you are vacating your apartment. On the back of this letter is a Check-Out form that is used when checking out your apartment after you have vacated. The information on that form is used to determine whether there are any damages or extraordinary cleaning required. If follow-up cleaning is necessary, there is a minimum charge of \$23.00 and we charge at a rate of \$23.00 per hour thereafter.

1. **STOVE** - CLEAN COMPLETELY THE EXTERIOR AND INTERIOR - BURNERS - DRIP PANS & UNDERNEATH, OVEN, BROILER, AND SURROUNDING WALL AREA - i.e. food splatter/grease.
2. **RANGE HOOD** - CLEAN ALL FILTER ELEMENTS AND EXPOSED SURFACES.
3. **MICROWAVE/DISHWASHER (if applicable)** - CLEAN INSIDE AND OUT.
4. **REFRIGERATOR** - DEFROST, CLEAN OUTSIDE, INSIDE, ALL SHELVES AND DRAWERS, SET ON LOWEST SETTING (#1 or "A"). DO NOT TURN IT OFF OR UNPLUG IT. If you do not know how to defrost your refrigerator, you can pick up instructions at the office.
5. **KITCHEN AREA** - EMPTY CABINETS AND WIPE CLEAN. MAKE SURE FLOOR, COUNTERS, SINKS, AND FIXTURES ARE CLEAN.
6. **BATHROOM** - CLEAN TOILET BOWL INSIDE AND OUT, TUB AND/OR SHOWER AS WELL AS CERAMIC TILE SURFACES AND PLUMBING FIXTURES. EMPTY MEDICINE CABINET/VANITY AND WIPE CLEAN.
7. **CARPETING** - VACUUM/SHAMPOO - CARPET SHOULD BE SHAMPOOED IF THERE IS A HEAVY TRAFFIC PATTERN AND/OR STAINS. VACUUM UNDER ALL FURNITURE AS WELL AS UNDER FURNITURE CUSHIONS.
8. **WALLS/CEILINGS & DOORS** - REMOVE ALL COBWEBS. REMOVE ALL PICTURES, POSTERS, AND ADHESIVE TAPE/POSTER PUTTY FROM WALLS AND DOORS, BUT LEAVE THE NAILS AND/OR HOOKS IN THE WALLS. REMOVE ALL GLOW IN THE DARK STICKERS FROM WALLS AND CEILINGS.
9. **CEILING FAN** - DUST OFF ALL BLADES AND CLEAN.
10. **FIREPLACE (if applicable)** - CLEAN OUT AND REMOVE ALL ASHES.
11. **WINDOWS** - REPLACE ALL SCREENS IN WINDOWS.
12. **DOORS** - MAKE SURE THAT ORIGINAL DOOR KNOBS ARE ON ALL DOORS. REPLACE ANY DOORS THAT HAVE BEEN REMOVED DURING THE LEASE TERM.
13. **BELONGINGS** - REMOVE ALL BELONGINGS FROM THE APARTMENT BY «time» ON THE EXPIRATION DATE OF YOUR LEASE. WE WILL NOT ASSUME THE RESPONSIBILITY FOR ANY OF YOUR BELONGINGS LEFT IN THE APARTMENT AFTER YOU VACATE.
14. **KEYS** - ALL ISSUED KEYS MUST BE RETURNED TO THE RENTAL OFFICE NO LATER THAN ON IF ALL KEYS ARE NOT RETURNED TO THE OFFICE, THE LOCKS WILL BE CHANGED OR REKEYED AT YOUR EXPENSE. YOU ARE NOT AUTHORIZED TO GIVE YOUR KEYS TO THE NEW RESIDENTS. IN ADDITION TO A LOCK CHANGE OR REKEYING CHARGE, YOU MAY BE HELD RESPONSIBLE FOR ANY OTHER LOSSES OR DAMAGES CAUSED OR INCURRED AS A RESULT OF GIVING THE KEYS TO AN UNAUTHORIZED PERSON.
15. **SECURITY DEPOSIT** - THE DEPOSIT WILL BE REFUNDED IN ONE CHECK MADE PAYABLE TO ALL OF THE NAMED LESSEES OR THE PERSON DESIGNATED BY ALL OF THE LESSEES, ACCOMPANIED BY FORM 408 (STATEMENT FOR DEPOSIT RETURN) AFTER THE APARTMENT IS VACATED. **IF WE DO NOT RECEIVE A FORWARDING ADDRESS, THE SECURITY DEPOSIT REFUND CHECK WILL BE SENT TO YOUR LAST KNOWN ADDRESS, WHICH COULD CAUSE A DELAY IN RECEIVING YOUR REFUND.**
16. **SMOKE DETECTORS** - IF THE SMOKE DETECTOR(S) IN YOUR APARTMENT IS NOT IN THE INSTALLED POSITION OR IS DAMAGED OR DESTROYED, YOU MAY BE CHARGED THE FULL REPLACEMENT COST.

*Thank you for your attention and cooperation to the above items. We hope you have enjoyed your apartment and we extend our best wishes to you for the future!*

Sincerely,

*CHT Apartment Rentals, LLC*

Form BB CHECK-OUT SECURITY DEPOSIT REFUND

INSPECTED BY: \_\_\_\_\_ INSPECTION DATE: \_\_\_\_\_

RESIDENT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Apt No. \_\_\_\_\_

LEASE EXPIRATION DATE: \_\_\_\_\_ MOVE OUT DATE: \_\_\_\_\_

FILL OUT THIS REPORT IMMEDIATELY AFTER OUTGOING RESIDENT HAS VACATED. A COMPLETED REPORT BY MANAGEMENT PERSONNEL AND THE RESIDENT'S FORWARDING ADDRESS MUST BE RECEIVED BEFORE A SECURITY DEPOSIT CAN BE REFUNDED.

ELECTRICITY \_\_\_\_\_ ON \_\_\_\_\_ OFF \_\_\_\_\_ CIRCLE ALL SPACES.

Table with columns for KITCHEN, LIVING ROOM, and NOTES. Rows include items like STOVE, DRIP PANS, OVEN, HOOD FAN, MICROWAVE, REFRIGERATOR, CRISPER SHELF, FREEZER, DISHWASHER, KIT. COUNTER, SINK/FAUCETS, GDBG DISPOSAL, CABINETS & HDWE., FLOOR/Carpet, WALLS/CEILING, Ceiling LIGHT, Sink Light, and FIXTURE GLASS.

Table for BATHROOM #1 with columns for item and NOTES. Rows include Bthrm Door, Mdcn. Cab./mirror, VANITY/top, TOILET, TOILET SEAT, Crmc TILE/encler, TUB/SHOWER, TUB CAULK, SHOWER DOOR, TOWEL BARS, SINK/FAUCETS, WALLS/CEILING, BATH FAN, and FIXTURE-GLASS.

Table for BEDROOM #1 with columns for item and NOTES. Rows include SMOKE DETECTOR, WALLS/CEILING, CARPET Color, CARPET-VACUUM, CARPET-SHAMPOO, DOORS, Door Knob/Jam, WINDOWS, STORMS, SCREENS, DRAPERY RODS, DRAPES, BLINDS, and FIXTURE-GLASS.

Table for KEYS RETURN and FORWARDING ADDRESS. Columns include APT, Mailbox, BLDG, Laundry, and Other. Rows are organized by Name, Address, City, State, Zip, and Time.

Table for BEDROOM #2 with columns for item and NOTES. Rows include SMOKE DETECTOR, WALLS/CEILING, CARPET Color, CARPET-VACUUM, CARPET-SHAMPOO, DOORS, Door Knob/Jam, WINDOWS, STORMS, SCREENS, DRAPERY RODS, DRAPES, BLINDS, and FIXTURE-GLASS.

