



LER PROPERTY MANAGEMENT

MOVE OUT PROCEDURES

Put it in Writing

Prior to moving out, LER Property Management requires at least thirty (30) days months' notice. Before it is accepted, a form must be submitted in writing, including the date you anticipate returning the possession of the property and the address where you will be moving to. You are responsible for providing LER Property Management your forwarding address.

During the Notice Period

Once you have given notice, the property may be listed for sale or rent and is eligible for showing. Showing hours are between 9am and 5pm during which the property must be made available and in proper condition. You will be emailed prior to showing. Please note that guests, inconvenient timing and lack of availability to be there are not considered acceptable reasons to reschedule. Extra effort on your part is expected to keep the house and yard neat throughout the marketing period. Please keep in mind that the better a home shows, the more likely it will rent and the less you will be bothered. Minimum showing condition includes:

- Vacuumed floors, clutter free
- Make beds and tidy rooms
- Clean kitchens and baths and empty sinks
- Unmarred walls
- Dogs kenneled and litter boxes odor free
- TV is turned off or volume is low
- Yard is mowed and in good condition
- Blinds and curtains are opened, and the home is well lit.

The Move-Out Process

Upon moving out, keys must be turned into the office before an inspection will be conducted. Move in and move out inspection reports will be compared to determine damages, as well as pictures and videos. Security deposits will be disbursed pursuant to WI Security deposit guidelines. You will receive a statement and, if owed, a refund of your security deposit at your forwarding address within 21 days of returning possession of the property.

VACATING PROCEDURES

Once again, thank you for choosing to rent with LER Property Management. Your property will be scheduled for a video inspection once you have vacated and turned in your keys. Inspections are not performed with tenant. Upon moving out, please be sure that all following items have been addressed:

- **Cleaning:** Please use the cleaning requirements below as a checklist for moving out.
- **Remotes/Keys:** All remotes, fobs and keys must be tagged with the unit address and turned in before moving out. These items can be placed in an envelope that is clearly labeled with your information and property address. Drop off at the office.
- **Forwarding Addresses:** If you did not provide us with a forwarding address on your portal, we ask that you leave a forwarding address when you turn in your keys/remotes/fobs.
- **After Hours Surrender:** If you are surrendering the premises when our offices are closed, please use the after-hours drop box. Be sure all keys, remotes and fobs are placed in an envelope clearly marked with your name and the premise address.
- **Pets:** If you had an animal please ensure that fleas are not present, and all animal waste is cleaned up from the yard.
- **Walls:** Remove nails and fill in holes with a drywall compound. Be sure to wipe off any excess and sand smooth. Touch up paint is not acceptable. You must paint the entire wall the existing color. Failure to do so will result in you being held accountable for the cost of repainting.

See move out requirement checklist below:

KITCHEN

- **Cabinets & Drawers:** wash shelves and doors inside and out
- **Stove:** wash tops, burners and rings and clean under stove burners
- **Oven:** clean racks and drawers, exhaust vent (DO NOT use oven cleaners in self-cleaning ovens)
if self-cleaning oven, DO NOT leave racks in while cleaning
- **Refrigerator & Freezer:** Wash individual items and put back together.
Wipe down rubber seals, vents, back of fridge and drip pans
- **Microwave:** wipe down interior and exterior
- **Sinks:** clean out sinks, disposal and splashguard
- **Countertops:** use all-purpose cleaner
- **Backsplash & Ledge**

GENERAL

- **Closets:** clean closets inside and out, wipe down shelves and remove all hangers
- **Doors:** clean around doors and under mats
- **Floors:** vacuum, sweep and clean all floors, including baseboards
Wash all rugs and mats
Professionally clean carpets
- **Windows:** clean sliding glass doors, tracks and windows Window treatments should be dusted and washed
- **Trashcans:** wash each can inside and out, deodorize and replace liner
- **Mirrors and Pictures:** clean all mirrors and pictures, walls behind pictures and edge of all pictures
- **Walls:** clean all walls to make sure free of spots
- **Ceilings:** wash and polish all light fixtures, clean vents, check and replace bulbs and dust ceiling fans

BATHROOMS

- **Tub:** wash/polish tile in the tub area including soapdish Polish chrome fixtures
Remove shower curtain and liner
- **Glass Shower Doors:** use cleaner with scratch pad to remove soap scum
Polish chrome fixtures
- **Toilets:** clean toilet bowl and base, inside and out
- **Sinks:** clean and polish sink fixtures
- Empty out medicine cabinets
- Clean surface areas and mirrors

PATIO

- Sweep ceilings and walls for cobwebs

YARD

- Mow grass, trim hedges and edge walkways Weed around buildings

GARAGE

- Sweep and hose out garage and driveway
- Remove debris, replace bulbs

LAUNDRY ROOM

- **Washer/Dryer:** clean top, side, front and inside edge Clean out lint tray/filter
- Sweep and wipe down behind appliances