

My Lease is Ending—Now What?

We would like to take this opportunity to say THANK YOU for renting from D.L.K. Enterprises, Inc. Please read all of this information as it is important to guarantee a smooth move-out. We would recommend holding on to this notice until your move out date.

Your lease expires May 12, 2017 at 12:00pm.



Are you graduating?

Graduates are eligible for a lease extension until Sunday, May 14th at 12:00pm. To receive this extension, you must bring your commencement tickets to our office as proof of graduation no later than May 4th! If you are a graduate student without commencement tickets, please bring or send an email from the university indicating your eligibility for graduation this semester. Commencement tickets or proof turned in late will not be accepted for an extension. **Congratulations!**

YOU MUST RETURN KEYS DIRECTLY TO DLK. DO NOT LEAVE YOUR KEYS IN YOUR HOUSE OR APARTMENT.

PLEASE FOLLOW THE CHECK-OUT PROCEDURES LISTED BELOW:

1. YOU ARE NOT REQUIRED to be present at the checkout inspection of your apartment. If you do not wish to be present at the check-out inspection, all keys must be returned to the office by the lease expiration date and time. Failure to return keys to the office will result in late move-out charges.
2. IF YOU WANT TO BE PRESENT at the check-out inspection for your apartment, please call or stop by the office to sign up for a check-out time. The appointment can only take place when ALL TENANTS have removed all belongings from the apartment. We will make only ONE appointment per apartment. The last tenant must have all apartment & security door keys, the mailbox key and self-addressed stamped envelope(s) ready to be picked up at the conclusion of the check-out appointment. Call early to reserve an appointment if you would like one. **You only need to make this appointment if you wish to be present for the checkout.**
3. Clean refrigerator and freezer and *leave the refrigerator plugged in* and set thermostat at #1 setting. Please do not unplug your refrigerator.
4. Please notify WE Energies of your moving date and give them your forwarding address. 1 (800) 242-9137. WE WILL NOT CONTACT THEM TO REMOVE SERVICE FROM YOUR NAME.
5. Forward your mail using the Post Office kit available on-line at www.usps.com/moversnet.
6. All furniture that was in the apartment when you moved in must be there when you move out.
7. Make sure the apartment is completely cleaned, all fluorescent bulbs are functional, and all personal belongings are out prior to checkout. Partial checks-outs (where one roommate has re-signed this same apartment) the individual moving should have his/her bed stripped, closet, dresser and desk cleaned out and the bedroom vacuumed; and one of the following should be cleaned: refrigerator or bathroom. A checkout of the individual's space will be performed
8. All tenants will be required to have a self-addressed, stamped BUSINESS SIZE envelope to ensure that the security deposit is sent to the address requested and to bring this to the office at the time of key return. *Allow three (3) weeks from date of lease expiration (plus mail travel) for the processing of security deposits.*

Security Deposit Charges

May 2017

See other side

The following are things to keep in mind as you move into and out of you apartment:
In general, the apartment should be clean and in good repair when you move out.

- All appliances should be thoroughly cleaned.
- Anything not owned by DLK Enterprises should be removed from the premises. (This includes boxes, coat hangers and garbage. Don't leave anything for the next occupant; you will just be charged to remove it.)
- The entire apartment should be completely cleaned, including shelves, cabinets, drawers, under the sofa and lounge chair cushions, carpets, etc.
- All damages to the apartment or its contents are not listed on the inventory sheets at move-in time may be deducted from the tenants' security deposits.
- Broken windows, burned or stained carpets, torn screens, etc., will be assessed at the cost of repair or replacement.

Cleaning, repairing or repainting of walls, beyond normal wear and tear, will be deducted from your security deposits. Your careful cleaning and care for the condition of the apartment and its contents will assure the return of your full deposit.

TYPICAL SECURITY DEPOSIT DEDUCTIONS

Please note these are only approximate deduction amounts and will vary according to actual damage/condition in the specific unit at time of checkout. Also, please note that not every charge is applicable to every apartment as some amenities are available only in some locations.

Kitchen

Oven Dirty	\$10-20
Drip Pans Dirty	\$5-10
Dishwasher Dirty/Damaged	\$5-\$200
Outside Fridge dirty	\$5-10
Inside Fridge dirty	\$10-20
Cabinets dirty	\$5 each
Floor Dirty	\$10-20
Sink Dirty	\$5-10
Freezer Dirty	\$10-20

Bathroom

Medicine Cabinet/Vanity dirty	\$5-15
Toilet Dirty	\$5-15
Tub Dirty	\$10-20
Towel Rack missing	\$20
Broken medicine cabinet mirror	\$2

Doors & Windows

Missing or torn screen	\$45+
Broken window-single pane	\$45-125
Broken Thermo pane	\$150-240
Lockset replaced	\$60-75
Door/Jam repair/replace	\$125+

Carpets

Not vacuumed	\$5-20 each room
Replacement	\$100-250 each room

Miscellaneous:

Abandoned furniture	\$25+ each item
Missing dehumidifier	\$200
Stained/missing mattress	\$100
Replace vinyl flooring	\$150-250
Missing smoke detector	\$50
Trash removal (Bag or piece)	\$25+
Unpaid pet fee	\$200

Lights & Electrical Fixtures

Broken/ Missing Globe	\$10 each
Missing Light Bulb- Fluorescent	\$5 each
Cover Plate Broken	\$5 each

