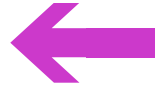
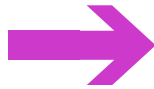
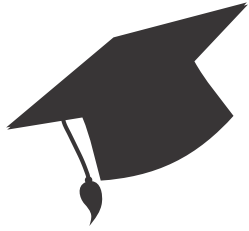


MY Lease IS ENDING...NOW WHAT?



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 ends May 17, 2019 at 12:00PM



"BUT GRADUATION IS MAY 19TH!" WE KNOW--AND WE CAN HELP!

Graduates are eligible for a lease extension until **Sunday, May 19th at 12:00pm**. To receive this extension, you must bring your commencement tickets to our office as proof of graduation no later than **May 8th**! 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.

NOW, WE'VE CLARIFIED MOVE-OUT DATES, HERE ARE OTHER CRITICAL THINGS:

YOU MUST RETURN KEYS DIRECTLY TO THE DLK OFFICE.

DO NOT LEAVE YOUR KEYS IN YOUR HOUSE OR APARTMENT.

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**.
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 check-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

HOW DO I GET MY WHOLE DEPOSIT BACK?

We are frequently asked how to get back your entire security deposit. Our first piece of advice is to read through this notice carefully and follow all the directions. Moving out late, leaving things behind, and not turning in your keys are all large deposit deductions. Next, be sure to clean your unit thoroughly before you go.

Leaving the unit in clean and rentable condition is a critical part of getting your deposit back. Please note that all unpaid rent and invoices can also be deducted. See your lease for all possible deductions.

Common Security Deposit Deduction Amounts*

Kitchen

Oven Dirty	\$10-20
Drip Pans Dirty	\$5-10
Dishwasher Dirty	\$5-20
Dishwasher Damaged	\$100-200
Outside Fridge dirty	\$5-10
Inside Fridge dirty	\$10-20
Freezer Dirty	\$5-15
Cabinets dirty	\$5 each
Floor Dirty	\$10-20
Sink Dirty	\$5-10

Carpet & Floors

Not vacuumed	\$5-20 each room
Carpet Replacement	\$100-250 each room
Hard Floor Replacement	\$200+ each room

Lights & Electrical Fixtures

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

Bathroom

Medicine Cabinet/Vanity dirty	\$5-15
Toilet Dirty	\$5-15
Tub Dirty	\$10-20
Towel Rack missing	\$20-30
Broken medicine cabinet mirror	\$20+

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+

Miscellaneous

Abandoned furniture	\$25+ each item
Missing dehumidifier	\$200+
Stained/missing mattress	\$100+
Missing smoke detector	\$30-50
Trash removal (Bag or piece)	\$25+
Unpaid pet fee	\$200

*These are only estimated amounts. Security deposit deductions are assessed at actual cost. Any deductions from your deposit will be provided in a written accounting with your deposit check at time of refund.

TO summarize:

- Leases end **May 17th at 12pm**. Keys must be brought to the DLK Office--NOT left in your unit.
- If you are attending commencement and want to stay until **May 19th at 12pm**, you MUST bring commencement tickets to the DLK Office no later than **May 8th**.
- You must call WE Energies to take service out of your name at 1-800-242-9137.
- DLK will need an envelope with your forwarding address to send your security deposit.
- You will need to remove all of your belongings and clean your unit well to receive your entire deposit back.
- If you want to be present at the time your security deposit checkout is done, you will need to call DLK and schedule an appointment.
- Have a great summer! Thanks for an awesome year!

STILL Have QUESTIONS? CALL or email us!

we are HERE TO HELP.

