

MY Lease IS ENDING...NOW WHAT?



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We would like to take this opportunity to say THANK YOU for renting from D.L.K. Enterprises, Inc. We know the last year has been unique and we appreciate your patience as we've all navigated the ever-changing world. As we approach move-out season, we want to be sure you have adequate time to prepare for the end of the semester. 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 14, 2021 at 3:00PM

Are you participating in VIRTUAL graduation and need a lease extension? You will need to send or show proof of graduation to DLK no later than May 4th to receive an extension to **May 16th at 9am**. This proof must show you have been **ACCEPTED** to graduate (applications will not be accepted.) You can email to us at rentals@dlkrentals.com or stop by our office. All other instructions for move-out should be used and our office will be **OPEN** for Sunday move-outs.

Congratulations!

WHAT DO YOU DO WHEN YOU PREPARE TO LEAVE?

**YOU MUST RETURN KEYS DIRECTLY TO THE DLK OFFICE.
DO NOT LEAVE YOUR KEYS IN YOUR HOUSE OR APARTMENT.
(You may return keys without entering the office AND outside business hours.)**

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 email 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 remaining keys and addresses for security deposit returns. 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. You can reach us at 262-473-5321 or rentals@dlkrentals.com
3. Clean refrigerator and freezer and leave the refrigerator plugged in and **set thermostat at #1 setting**. DO NOT UNPLUG.
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. You may call them at any time with your move-out date as they will not disconnect the power. This simply prepares the account to transfer back to the owner at the conclusion of the lease. This cannot be done AFTER your move-out date without additional charges, so we recommend calling as soon as possible.
5. **Forward your mail** using the Post Office kit available on-line at moversguide.usps.com
6. All DLK furniture that was in the apartment when you moved in **must be there when you move out**.
7. Make sure your unit 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 (where applicable) 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. If you are returning keys to our office and prefer not to come in OR outside our normal business hours, they may be returned to our dropbox at the rear of the office. You will still fill out an envelope (available in the black mailbox) and place your keys in it before dropping them in the box.

HOW DO I GET MY WHOLE DEPOSIT BACK?

We are frequently asked how to get back your entire security deposit. We would advise you to read through this notice carefully and follow all 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 (please contact DLK if you have questions about any outstanding invoices). See your lease for all possible deductions. You will provide an address at time of move-out for security deposit return when keys are returned. Please note we have 21 days to post-mark your security deposit return after the conclusion of your lease.

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	\$200-300

*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 14th at 3pm**. Keys must be brought to the DLK Office--NOT left in your unit.

You must call WE Energies to take service out of your name at **1-800-242-9137**.

DLK will provide an envelope for your security deposit but you will need to have an address for return of the check. This process is easiest if you come to the office and fill out an envelope. If you are returning keys outside business hours, please make sure you provide the address for prompt return of deposit money. 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!

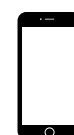
STILL Have QUESTIONS? CALL or email US!
we are HERE TO HELP.



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