

MOVE-OUT REMINDERS



Standard leases end:

5/13/2022*
at 3:00pm

*You should consult your lease or the DLK Office if you have an alternative date or lease extension. Please note all graduation extension proof was due May 3, 2022.

Thank you for a great year! Congratulations to all of our 2022 graduates and best wishes for a great future to all our residents! Please see below for instructions and reminders of what you need to do to complete the move-out process as the school year wraps up.

Before you go, here's what you need to do:

1. **Call WE Energies** and remove service from your name if you are presently the account holder. You will provide them with your move-out date on this call. We are **NOT** able to back-date the removal NOR are we able to complete this step for you. You can reach WE Energies at **1-800-242-9137**.
This **CANNOT** be done **ONLINE**.
2. If you would like to be present when we check out your apartment, call our office to set up an appointment. All residents **MUST** be moved out at the time of the appointment.
3. Clean refrigerator and leave plugged in with thermostat at #1 setting. **DO NOT UNPLUG**.
4. Contact the USPS to **forward your mail** if you are receiving any at your unit.
5. Make sure your unit is completely cleaned, all fluorescent bulbs are functional, and all personal belongings are out prior to checkout. (Security deposit deductions will be made for these items.)
6. Return your keys **to the DLK Office**. **DO NOT** leave your keys in your unit. If you are returning keys outside our business hours, you may use the drop-box at the rear of the office. You will need to provide an address for return of your security deposit. **DO NOT LEAVE YOUR KEYS IN YOUR UNIT**.

Give us a call at (262)473-5321 if you have questions!

SECURITY DEPOSITS

Below you will find a list of typical security deposit deductions. 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. Please note we have 21 days to post-mark your security deposit return after the conclusion of your lease and will use the address you have provided to mail the refund.

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/rm.
Carpet Replacement	\$100-250/rm.
Hard Floor Replacement	\$200+/rm.

Lights & Electrical Fixtures

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

Bathroom

Vanity Dirty	\$5-15
Toilet Dirty	\$5-15
Tub Dirty	\$10-20
Towel Rack Missing	\$20-30
Broken Medicine Cabinet	\$20+

Doors & Windows

Missing/Torn Screen	\$45+
Broken Window	\$45-125+
Broken Thermo-Pane	\$150-240+
Lockset Replaced	\$60-75+
Door/Jamb Repair/Replace	\$125+

Miscellaneous

Abandoned furniture	\$25+/item
Missing dehumidifier	\$200+
Stained/missing mattress	\$100+
Missing smoke detector	\$30-50
Trash removal	\$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.

SUMMARY

- Keys MUST be returned to the DLK Office.

- Discontinue electric service in your name by calling WE Energies 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. If you are returning keys outside business hours, please make sure you use the provided envelope and follow the posted instruction for prompt return of deposit money.