

Dear Resident(s),

We have recently received notice that you intend to vacate the apartment by _____, 2010. While we hate to see you leave, please be aware of some facts you may need to know to ensure that your move runs smoothly.

You will be required to schedule your move out time from either 8am-1pm or 1pm-5pm. These move-out times are on a first come first serve basis. Please call Rebecca in the office as soon as possible to reserve these times as they fill up quickly. There are no move outs from 1pm-5pm on the last day of the month.

You will also have to schedule a walk out inspection with Rebecca. This is to be done when *everything* is moved out of your unit and you are ready to turn in your keys to the office. Rebecca will then inspect your unit to assess for damages that may result in charges. You are welcome to be present for this inspection. For this appointment you will need to bring: *ALL of your keys, your parking tag (if applicable), your laundry card and forwarding address. This appointment needs to be made before 12noon on the last day of the month or you will be charged hold over charges.* Please call Rebecca at 414-271-1403 to schedule these times.

Please complete the following before turning in your keys:

- Call WE Energies to take the electricity out of your name
- Bring your cable box/modem back to Time Warner Cable (If applicable)
- Clean out your storage locker & remove the padlock
- Turn off or transfer phone and/or internet service
- Forward your address with the post office (change of address forms available at Office)
- Clean your unit as needed. Common items residents are charged for include, but are not limited to; oven cleaning, element & drip pan replacement, refrigerator cleaning, stain removal on carpet, nail holes in wall , shower door and/or tile cleaning

When moving out, please make sure that all discarded items fit into our trashcan. The City Of Milwaukee does not haul items from behind our building to the city dump. Because we have to pay \$60 per trip for items, such as old furniture, to be hauled from our building, this charge will be passed onto you.

Sincerely,

Rebecca Carriere
Property Manager
Lake Crest Apartments