

WATERMOLEN APARTMENTS

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Green Bay, WI 54305
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Dear Resident;

We have received your notice to vacate apartment.

In order to facilitate closing of your account and avoid any possible misunderstandings, may we have your co-operation in the following conditions:

You are responsible for all utilities till the last day of the month ; please disconnect for that day.

In accordance with your Lease (Cleaning), tenant agrees to leave the premises in clean and tenatable condition. If apartment is not cleaned accordingly tenant agrees to be responsible for the cost of cleaning at \$25.00 per hour. Enclosed please find a cleaning list which will be a helpful guide to cleaning your apartment. Please have all trash hauled out to dumpster. Do not leave it stacked outside dumpster or inside or outside of your apartment. There will be a \$50.00 haul away charge for those who leave large items outside of dumpster. Remember to observe recycling laws when disposing of your trash to avoid any possible fines. Per your lease agreement you must also **leave a check or money order on the countertop for \$75.00 for a 1 bedroom or \$100.00 for a 2 bedroom for professional carpet cleaning**. Make check payable to Nicole Watermolen. I will arrange carpet cleaning with Joski Carpet Cleaning after final inspection.

Upon vacating, all keys: apartment, mailbox, and garage keys are to be left on the kitchen counter with check for carpet cleanings.

Notify office when completely vacated, maintenance will lock doors. There is a charge of \$50.00 to change lock if keys are not returned.

Final check out is at 12:00 Noon on the last day of the month. The move out transmittal requires your forwarding address. Per your lease agreement your **security deposit will be refunded within 21 days after you vacate your apartment home.**

Please advise me promptly, in writing, if you wish to change your plans in any way.
Thank you, in advance for your co-operation. I wish you happiness in your new home.

Sincerely,
Nicole Watermolen-Landlord