

FROM : PUERINGER INVESTMENTS

TO ENSURE A SMOOTH TRANSITION FOR ALL , AS INDICATED ON THE LEASE, YOU MUST VACATE YOUR ABOVE ADDRESS BY **NO LATER THAN 12 NOON** ON THE LAST DAY OF THE MONTH.

WHEN ALL CLEANING IS COMPLETED,
PLEASE LEAVE YOUR KEYS ON THE COUNTER WITH A FORWARDING ADDRESS.
PLEASE LEAVE YOUR DOOR UNLOCKED. (CALL WHEN YOU'RE FINISHED 218-838-1793)
PLEASE CALL IF YOU WILL BE OUT SOONER THAN **April 30th , 2015** , SO I CAN SCHEDULE MAINTENANCE , ETC. ACCORDINGLY.

YOUR DEPOSIT DISPOSITION WILL BE PROCESSED AND MAILED TO YOUR FORWARDING ADDRESS WITHIN 21 DAYS AFTER MOVING OUT..

FEEL FREE TO CONTACT ME WITH ANY QUESTIONS YOU MAY HAVE AND GOOD LUCK WITH YOUR MOVE.

THANK YOU,
Becky
PUERINGER INVESTMENTS
320-266-1197

***CLEANING GUIDE CHECK LIST ENCLOSED**

Please have all Carpets, appliances , windows, sinks, tubs & floors cleaned thoroughly in order for a full deposit refund. Carpets must be professionally steam cleaned and receipt for cleaning left on counter with keys.

MOVE OUT CHECKLIST

KITCHEN

Stove: clean oven, drip pans and be sure to lift stove top and clean underneath.

Refrigerator: Clean all shelves, bins and freezer . DO NOT UNPLUG

Cabinets: Wipe down inside and out.

Sink

Floor

Light fixtures: If you have a fan, clean blades, replace burnt out bulbs

Vent hood: clean both the top and underside

Windows: Clean screens and wash windows

Walls: wipe down and pull nails. DO NOT FILL HOLES

Bathroom

Tub & Shower: Remove all soap scum and rust stains.

Toilet

Cabinets

Sink

Light Fixtures: clean and replace burnt out bulbs

Windows: Clean screens and wash windows

Floor

Walls: wipe down and pull nails. DO NOT FILL HOLES

Livingroom

Light fixtures: If you have a fan, clean blades, replace burnt out bulbs

Windows: Clean screens and wash windows

Blinds: Clean or replace as needed

Carpet: Must be professionally cleaned

Walls: wipe down and pull nails. DO NOT FILL HOLES

Bedrooms

Light fixtures: If you have a fan, clean blades, replace burnt out bulbs

Windows: Clean screens and wash windows

Blinds: Clean or replace as needed

Carpet: Must be professionally cleaned

Walls: wipe down and pull nails. DO NOT FILL HOLES

You must pay your last months rent as usual. Your damage deposit may not be used for your last months rent. Carpets need to be professionally cleaned. We can set up carpet cleaning for you. We use Restore Tech. They do give us an excellent price. Please let us know if you would like this option so we can make arrangements. If we need to show your apartment, we will call you in advance to let you know. If you have any questions call 320 266 1197.