

LINDHOLM PROPERTIES LLC

3801 REGENT STREET

MADISON, WI 53705

712-1036

Regarding: Lease Turnovers.

1. **Your lease ends at noon on August 14th.** If you are going to be out early I would appreciate knowing your schedule. If you have not already done so, please contact me with your move-out plans.
2. Please make sure I have your forwarding address. Take some time and complete the enclosed address form for all roommates. Please note any special conditions regarding the division of your security deposit.
3. Cleaning your apartment is paramount to the successful return of your security deposit. Please plan accordingly and budget enough time to thoroughly clean your apartment. In particular, pay close attention to the cleaning of bathrooms and kitchens. Please use the attached "**CLEANING CHECKLIST**" as a guide when cleaning your apartment.
4. If you wish to schedule a checkout time please call me. Otherwise, **LEAVE YOUR KEYS IN THE FREEZER COMPARTMENT OF YOUR REFRIGERATOR AND LEAVE THE APARTMENT DOOR UNLOCKED.** I will checkout your apartment soon after you move out.

If you have any questions, please feel to contact me.

Sincerely,

Robert J. Lindholm

CLEANING CHECKLIST

Bathroom

1. Scrub all sinks, vanity tops, tubs, showers, and tile work.
2. Clean and sanitize toilet. This includes the exterior of the toilet tank and bowl.
3. Thoroughly clean the bathroom floor, including all edges and corners.
4. Clean mirror.
5. Clean all drawers, cabinets, and shelves. Use a mild cleaning solution mixed in warm water.

Kitchen

1. Thoroughly clean refrigerator.
 - a. Remove shelves and drawers. Wash in kitchen sink and re-install in fridge.
 - b. Clean fridge interior.
 - c. Defrost freezer compartment if needed.
 - d. Wipe down/clean sides and top of fridge.
 - e. Pull-out fridge and clean floor, cabinet sides, and wall.
 - f. Turn fridge to lowest setting. **Do not turn off or unplug.**
2. Thoroughly clean stove.
 - a. Scrub stove top.
 - b. Clean oven compartment.
 - c. Clean broiler compartment and tray.
 - d. Where possible, pull-out stove and clean floor, stove sides, cabinet sides, and wall.
3. Clean and scrub counter tops and sink.
4. Empty and clean all cupboards, cabinets, drawers, and shelves. Wash all surfaces.
5. Thoroughly mop floor. Pay careful attention to all edges and corners.

Bedrooms/Living Room

1. Vacuum carpet. Be sure to edge along the wall.
2. Vacuum or sweep hardwood floors, then mop with "Murphys Soap". Clean baseboards.
3. Clean windows and window sills, **(Kitchen windows as well)**.
 - a. New windows only: Windows tilt into apartment by releasing tabs on top of sash.
 - i. Clean glass inside and out. Clean window sills.
4. Closets: Clean floors and wipe down shelving.

General

1. Clean storage lockers or basement of all personal items. Sweep when complete.
2. Any trash should be properly bagged and placed neatly at the curb to ensure pickup.
3. Old furniture should be placed neatly to the curb.
4. Where applicable porches should be cleaned and swept. **Furniture to the curb.**
5. Replace burned out light bulbs.

FORWARDING ADDRESS

PLEASE COMPLETE THIS FORM AND LEAVE ON THE COUNTERTOP IN YOUR KITCHEN

Tenant

Forwarding Address

Notes:

- 1. Specify special conditions when dividing your security deposit.
- 2. If there are any charges against your apartment, only one security deposit check will be issued. This check will be written to all tenants. Dividing any refund will be your responsibility.