

Checkout Procedures

Lease Date Ending

April, June, September - the 30th by 11:00 AM
March, May, July, August - the 31st by 11:00 AM
Middle of the month - the 15th at by 11:00 AM

1. You must be completely out of your unit by 11:00 AM on the last day of your tenancy identified in your lease agreement.
2. If you have a WE Energies account, you must close your account ending on the last day of your lease. If you have any other accounts open such as cable or internet, you must close those accounts as well ending on the last day of your lease.
3. All keys must be left on the kitchen counter when you leave. **If any original key is missing at the time of checkout**, a charge of \$150.00 per lock will be assessed.
4. If you rented a parking space and were issued a Metro Investments parking permit, you must bring the permit to our office no later than the day your lease ends. If you fail to return the permit you will be charged a fee of \$150.00 per permit.
5. Nothing should be left in the apartment when you leave. Any item left after the unit is vacated will be deemed abandoned property and will be disposed. You will be charged an hourly fee of \$35.00 to remove these items.
6. Storage lockers, basements and attics should be emptied and swept. A fee of \$200.00 will be assessed if you fail to do so.
7. All burned out light bulbs must be replaced otherwise a fee of \$2.00 per bulb will be charged.
8. If any smoke detector and/or carbon monoxide detector is removed or missing, a fee of \$35.00 per smoke detector and/or \$75.00 per carbon monoxide detector will be assessed.

Cleaning Instructions

1. All hardwood, ceramic and vinyl floors must be thoroughly swept and well mopped, otherwise a fee of \$100.00 will be assessed.
2. All carpeted floors must be vacuumed.
3. All appliances must be cleaned inside and out. A cleaning fee for failure to comply is as follows:
 - Refrigerator must be defrosted and dry inside, free of all food and drips, trays and drawers clean. \$65.00
 - Oven, Racks, Broiler & Stovetop should be clean by use of oven cleaner. \$65.00
 - Kitchen Drawers & Cabinets should be emptied and wiped clean. \$50.00
 - Kitchen Countertops must be thoroughly wiped clean. \$50.00
4. All bathrooms must thoroughly be cleaned. A cleaning fee for failure to comply is as follows:
 - Toilet cleaned inside and out, including toilet seat. \$50.00
 - Bathtub should be free of all soap scum and grime. \$50.00
 - Tile surrounding tub should be free of all soap scum, grime and mold. \$75.00
 - Bathroom Countertops must be thoroughly wiped clean. \$50.00

5. General items. A \$35.00/hourly cleaning fee for failure to comply.

- All closets cleaned out and swept.
- Under-sink cabinets cleaned out.
- All faucets cleaned.
- Storage areas emptied and swept clean.
- Fingerprints removed from light switches.

6. Removal of Garbage. The City of Milwaukee no longer picks up garbage placed outside a cart or dumpster that is more than the volume of a small love seat in total garbage. Charges may apply if we have to transport any garbage to the dump.

****IMPORTANT****

A forwarding address must be mailed, faxed (414-332-6965) or e-mailed (office@metroinvestments.net) to Metro Investments, so that your security deposit can be returned. **Forwarding addresses left on counter-tops when you've vacated the apartment will not be accepted.** Forwarding addresses must be received by no later than 10 days after you move out. Otherwise, deposits will be returned to the address from which you just moved out.

If you're living with roommates, you will only need to provide one name and forwarding address since only one check will be issued with all roommates' names on the check. Security Deposits will be mailed out to tenants any where from 18 to 21 days after you move from the premises.

If you move out of the apartment earlier than the checkout time, please give us a call right away. For those who move out early and let us know, we will try to return your security deposit up to seven days earlier.

Thank you,
Metro Investments