



7528 Pershing Blvd Suite B #307

Kenosha, WI 53142

We are sorry to hear that you are leaving us! We hope you are leaving for positive reasons that will bring you joy and peace. To assist you with the move-out process we have created this packet that contains useful forms and information.

In this packet is a **NOTICE OF INTENTION TO VACATE UNIT**. Please use this form when giving notice to the office. If you would like to write additional comments or questions, please do so on an additional sheet of paper and enclose it with your notice. Please consult the Rules and Regulations in your move-in packet to ensure you are giving proper calendar notice of your intent to move. Please note that to be valid, the notice must be in the office before 5pm on the last business day of the month. When we have received your notice of move out you will receive a confirmation email. If your notice was not in compliance you will be informed of the issue.

Also in this packet is our **MOVE OUT INSTRUCTIONS**. This provides you with an easy checklist of what is expected and will help you have a smooth move-out process from the time of notice to the mailing of your security deposit breakdown. Compliance and use of this form does not guarantee the return of your security deposit in full. Please see the form for additional considerations.

If you have any questions in this matter, please consult our Tenant Liaison. They will be happy to assist you with this matter. We wish you luck as you begin this new journey in your life.

Sincerely,

The Brio Properties Staff



NOTICE OF INTENTION TO VACATE UNIT

Date

This form serves as official notice that I, _____, will be vacating
Tenant Name

my unit located at _____, _____. My last day of tenancy will
Street Address City and State

be _____. My forwarding address will be: _____.
Date

**[] I would like to be present for my move-out inspection and suggest the date of _____. A member of staff will contact you to set up an exact time within normal business hours. (The date for this inspection must be within 48 business hours of the last day of tenancy above.)

[] I am waiving my right to be present for the move-out inspection.

Tenant Signature (legal name)

Roommate Signature (legal name)

Tenants preferred email

**Failure to select an option defaults your response as waiving your right to be present for the inspection.

Please do not write below this line (For office use only)

Date Received

Signature and Initial of Staff



MOVE-OUT INSTRUCTIONS

Security Deposit(s) will be refunded if you have complied with all provisions of your lease including: length of lease, 30 day notice turned in, all rent and other charges due are paid through date of move-out, keys and permits are returned, and the unit is returned clean and undamaged. This list will facilitate with the process of returning your unit to us.

BATHROOM(S): Should be clean & sparkling, inside and out. NO HAIR. CLR, is recommended for tackling lime, rust and hard water stains.

- Sink
- Toilet
- Medicine cabinet(s)
- Mirror
- Vanity
- Tub
- Exhaust fan

KITCHEN: **Should be clean inside/out. No residue or hard water stains.*

- Refrigerator* (NO HAIR)
- Oven and stove*
- Countertops
- Range hood fan/light (Use a degreaser like Greased Lightning or 409.)
- Dishwasher*
- Cabinets* Remove shelf liner
- Sink & sprayer

ALL ROOMS:

- Blinds
- Light fixtures/fans
- Outlet & switches
- Holes in walls patched
- Doors *Including interior/exterior of entry door(s) and all frames*
- Walls that were painted with personal colors are to be primed back to white.
- Dirt on walls wiped down
- Closet shelves
- Vacuum carpets/ Floors mopped
- Windows, Panes, Tracks, etc. *Clean and sparkling*

OTHER ITEMS:

- Remove all trash and personal property (Including garage, decks, and storage units)
- Apartment keys to be returned in person or in drop box: Building, unit, mailbox, garage (if applicable)
- Townhome keys to be returned in person or in drop box: Unit, mailbox and garage (if applicable);
- Parking permits returned
- Washer/dryer cleaned

**SECURITY DEPOSIT(S) WILL BE POSTMARKED BY THE 21ST DAY AFTER YOU VACATE YOUR UNIT.
ANY CHARGES FOR CLEANING AND DAMAGES WILL BE TAKEN OUT AT THAT TIME.**