

MULLINS APARTMENTS

401 N. Carroll Street • Madison, WI 53703 • 608-257-2127

Address:

*Lease Expires: AUGUST 14, 2015 **9:00AM**

VACATING YOUR APARTMENT

The following information will be helpful as you vacate your apartment and for the return of your security deposit. If you have any questions, please feel free to contact our office.

Kitchen Cleaning

- Remove all items including trash
- Stove top, oven, drip pans, and hood fan all cleaned
- Broiler cleaned and left in oven
- Refrigerator interior cleaned, including all shelves
- Refrigerator drawers, egg holders, and door shelves cleaned
- Top of refrigerator and exterior wiped clean
- Freezer defrosted and cleaned
- Damp wipe inside and outside of drawers and cupboards
- Garbage disposal free of any items and working
- Clean sink and countertops
- Sweep and mop floor

Bathroom Cleaning

- Remove all items including trash
- Clean mirror
- Clean sink, tub/shower
- Thoroughly clean toilet
- Sweep and mop bathroom floor

Other

- Remove all personal belongings from apartment and all trash
- Vacuum ALL carpeted areas (living room, bedrooms, etc.)
- Excess dirt, dust, and/or marks should be cleaned
- Check/replace all light bulbs
- Check storage area, if any, for personal belongings
- All windows and doors should be locked as you leave

Cleaning charges may be charged.

General Information

- All keys must be returned to 401 N. Carroll on or before your lease expires. *(See above for time and date). FAILURE TO DO SO WILL RESULT IN LOCKSMITH FEES PER LOCK.
- Provide Mullins Apartments with your forwarding address
- Notify Post Office with your forwarding address
- Notify MG&E (608-252-7222) (if applicable)
- Notify cable/internet provider (if applicable)

Thank you for your cooperation and attention to the above items.

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