



PROPERTY MANAGEMENT

GNP Companies
Move Out Process
V-1.1.2
(GNP, LLC – GNP2, LLC – GNP3, LLC)

It is our desire to refund you your security deposit in full. The following suggestions and tips will hopefully help you to make that happen. As agreed in your lease and supporting documents you should leave the unit in “move-in-ready” condition for a new tenant.

When you signed into your agreement with GNP you received a copy of all the documentation signed. Please review your lease, Check In Sheet, Non-Standard Rental Provisions, etc. to understand what the fees and charges are for damages, uncleaned appliances, general cleaning, waste disposal, etc.

Give proper Notice based on your agreements. Once you give notice GNP will likely begin to market the property and start showings. You will be given ample notice for showing times and we try and schedule visits with multiple prospective tenants at once to avoid too many interruption. We understand moving is stressful.

Your security deposit is not your last month’s rent! Please pay your last month rent on time per your lease to avoid unpleasant fees, court dates, etc.

Guidelines to getting a full security deposit return:

KITCHEN:

- Cabinets, Pantries, Closets
 - All shelves and drawers should be cleaned and wiped down
 - Do not leave items behind (You will be charged for disposal and cleaning)
- Scrub kitchen sink, including the stoppers, faucets, etc.
- Oven:
 - Clean stove and overhead fan/filter
 - Remove filter and scrub
 - Pull out stove to clean the floor, oven sides, back wall and cabinets sides.
 - Inside Oven
 - We recommend spraying inside the oven with oven cleaner 24-48 hours before wiping it down. This will help break up the gunk.



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Oven Tops:

- **Coil top ovens** please remove and clean drip pans. We recommend removing them and putting them in a cardboard box and spraying them with oven cleaner and letting them soak 24-48 hours.
- **Glass top stoves** need a special cleaner. Stop at any store that sells cleaning supplies and look at the cleaners specifically for flat glass oven tops. Other cleaners are too abrasive and may damage the top.
- Clean and wipe out refrigerator
 - Remove crisper drawers and shelves to clean thoroughly
 - Clean under and behind the fridge (Pull it out)

BATHROOMS:

- Scrub sinks, toilets, and bathtubs, including the stoppers, faucets, etc.

GENERAL ROOM CLEANING:

- Mop Floors, vacuum carpet
- Replace broken blinds or shades if supplied when you moved in.
- Walls/Ceilings:
 - Fix holes in the walls from hangers, pictures, door knobs, etc.
 - Wipe down walls with any stains, mildew, fingerprints, etc.
 - Bathrooms and kitchens are especially known to get “icky” on the walls from grease splatter, mildew, soaps, etc.
 - We recommend using a light mixture of vinegar and water to remove most of these things without damaging the paint.
- Clean windows and window sills. You will have to open the windows to clean out the area between the screen and windows.
- Wipe down all wall outlets, light switches, etc.
- Clean out dead bugs in ceiling lights
- Dispose of all garbage in designated containers
 - Not leave behind any personal belongings, (i.e., TVs, furniture)
- Replace missing and burned out light bulbs.
- Take out garbage and recycle to curb



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- **Return ALL keys!** If you do not return all keys we will have to change out the locks and you will be charged as defined in your lease and addendum agreements.

Yard/Snow/Garbage (If applicable – Apartments do not apply)

- Please make sure your lawn is mowed one last time within two days of moving out
- Please make sure that any snow is cleared the day you move out from the areas of your responsibility
- Take out your garbage and recycle the last pickup. The next tenant will appreciate not having full cans when they move in. We also have had trouble with tenants using the recycle can for regular garbage during move outs.

After you are completely moved out:

- Notify **GNP** that you have finished cleaning and moved out
 - Notify how and where you will be leaving Keys
 - Make sure we have your forwarding address to send Security deposit
- Forward your mail to your new address at the Post Office, it's a simple form or can be done online.
- **GNP** Inspection procedure:
 - By state statute Landlords have **21 days** from your last contractual occupation date to inspect the unit and send you a "Security Deposit Transmittal Form" with your security deposit minus any charges.
 - **GNP** will inspect the property and refer to your check in sheet, lease agreement, non-standard rental provisions, and determine if there are any charges to be withheld from your security deposit.
 - "The Security Deposit Transmittal Form" will Lists any charges and reasons for them against your security deposit, and the remaining security deposit, or in some cases the amount due after security deposit.
 - Along with the form will be the remaining security deposits, or an invoice if there are damages in excess of what you put down as a security deposit.
 - **GNP** will move your utilities out of your name the end of your contractual date of residency. You are responsible for your utility charges even if you move out early.



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It is GNP's policy to pursue damages in excess of the security deposit. This will include filing in small claims court. We all would like to avoid this. If you end up in Small Claims Court it will become public record and look bad to future landlords. Judgements will be sent to collections and will also hurt your credit, wages can be garnished, etc.

Please remember, it is our desire to refund you your security deposit in full! We want the move out process to go well for everyone's best interest.

This letter is designed only as a guideline and does not supersede your binding agreements with GNP Companies.

Thank you for your business and we wish you well in your future endeavors,

GNP, LLC

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