



PROPERTY MANAGEMENT

**GNP Companies  
Move Out Process  
V-1.2.0**

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

**Review your Documents.** 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, repair rates, waste and furniture removal/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.

**Give yourself time to clean!!!!** You will not be able to move out and clean to “Move in Ready” condition on the same day. We recommend starting to clean a few weeks in advance, and also recommend having a couple days of overlap in the leases so you can move out/in and clean between the properties over the course of a couple days. Unfortunately we see tenants lose the most of their security usually due to inadequate cleaning because they didn’t plan enough time to clean the unit when it was empty.



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**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
- Request final walkthrough if desired
- Make sure we have your forwarding address to send Security deposit
- Set up forwarding your mail with the USPS to your new address, it's a simple form that can even be done online.
- **GNP** Security Deposit procedure:
  - By state statute Landlords have **21 days** from your last day of your lease 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 the **Utility Bills** (WPS, Water, etc.) 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. Please let us handle the transfer as it is often complicated by landlords and tenants calling with conflicting information, or just WPS or Water Utility billing errors. We watch this very closely for accuracy.

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.



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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 for basic cleaning during move out. We do expect out units to be returned in "**Move in Ready**" condition.

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

Management Team

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