



Malls Olde English Village Apartments
2411 Louisiana --Office
Lawrence, Kansas 66046-4724
Phone: 785-843-5552
Fax: 785-843-1251

VACATING INSTRUCTIONS

For those of you who will be vacating your apartment on or before **5-31-10**, here is a list of things you need to do. (Leases always end the last day of a month--5/31, 7/31...)

Everything must be out of the apartment and all keys turned in on or before the last day of your contract. **NO EXCEPTIONS!**

If you wish, you may arrange for a checkout time with the office. (843-5552) A **check out of the unit is not required.** If you do not checkout with management, turn keys and your forwarding address into the office or put them in an envelope and drop them in the drop box. **NOTE:** You must make an appointment in order to check out with a member of management. **If you do not check out with the office lock only the lower lock.** Do not leave your keys in your apartment. ** Same day cancellations or missed appointments will result in a **\$25.00** charge.

Leave your forwarding address with the Malls Office. (We need all roommates addresses before we will refund your deposit!)

We have **thirty (30) days** to refund your deposit. Deposits will be refunded to the person(s) who paid them. If security deposit disbursements need to be changed, you will have to come to the office.

Leave a forwarding address with the post office. (Cards available at the Malls Office, or at the Post Office. Your mail will be returned if you fail to do this. We do not do this for you!

Contact WESTAR ENERGY and have your electricity put back into the Malls Olde English Village Apartments name. **DO NOT HAVE IT SHUT OFF!**

Arrange with AT&T (or your local telephone company) & your long distance carrier to have your service shut off or transferred.

If you have Knology services other than what we provide, return all of your rented equipment to the Malls Office. If you leave it in your apartment, Malls will charge \$20.00 to remove it from the apartment and will not guarantee how soon it will be returned to Knology. **You are responsible for any equipment rent and services until the equipment is returned and the appropriate paper work is completed!**

STOP ALL NEWSPAPERS!

Arrange to have rental furniture picked up before the end of the month.

CLEAN YOUR APARTMENT

Allow plenty of time to do a good job! We expect the unit to be clean when you leave.

Remove all of your possessions including trash from the apartment.

****Note: Be sure to leave things that were included on the check in. Cable cord, ice cube trays, cutting board, light bulbs, etc.**** We will use the same sheet to check you out as we did to check the unit in.

Pull all nails, but **do not** patch the holes.

Kitchen: Clean the cabinets & drawers out. You will also need to wipe them out.
Defrost the clean the freezer. *Do not try to scrap the ice out!*
Clean the refrigerator out, do not forget the drip pan underneath the refrigerator. *Please leave the refrigerator on. Do not shut it off or unplug it.*
Take the stove burners apart and clean all parts.
Clean the oven & oven racks. The heating elements do not come out.
Clean the sink, counters, & floors. Remove all stains.
The garbage disposal should be clear of particles and working.
Remove all dishes from the dishwasher and clean.

Bathrooms: Clean all cabinets, sinks, tub, shower walls, stools, & floors.
If you do not want your shower curtain, please throw it away.

Window & Shelves: Clean all windows, windowsills, & shelves.

Blinds: Wipe off all mini-blinds and vertical blinds.

Floors: Clean all floors and vacuum good. Do not shampoo the carpet.

Light Bulbs: We do charge for all missing or burnt out light bulbs.

We will be glad to offer cleaning suggestions, if you have a problem. If you are not sure how to clean something please ask. Remember, we expect the unit to be clean when you leave. We will deduct cleaning charges from your deposit if you fail to clean your apartment. Once we are in the unit to check it out, it is too late to be cleaning.

Malls Olde English Village Management.