



1020 Regent St. Madison, WI 53715 (608) 308-2510

Dear Future 4 Lakes Properties Residents,

Move-in time is rapidly approaching, and we want you to know that we are looking forward to meeting you all! While some of you have already experienced the August 14th-15th apartment "turn," for many it will be a new adventure. The 4 Lakes Properties Team takes pride in treating all of our residents to the best in customer care and service. In this letter, we have provided some key information that should assist everyone with their move-in experience and allow us to meet your expectations.

Most property management companies in downtown Madison use August 14th as their move-out day, and August 15 as their move-in day. This allows for just 24 hours to prepare more than 10,000 apartments for the new residents moving into them. There are limited numbers of cleaning, painting, and carpet shampooing contractors in the area, and many of them work for multiple property management companies during the August 14-15 "turn." This is easily their busiest time of year as well. The 4 Lakes Properties Team wants to make sure that you are pleased with the condition of your apartment when you arrive. Please understand that, although it is not our intent, the high-paced nature of this time of year may cause some things to be missed along the way. If by chance, there is something needing attention in your apartment when you arrive (i.e. cleaning, painting, maintenance service) please inform the office so a solution can be worked out as quickly as possible. Your patience is requested, and definitely appreciated, as we work hard to accommodate all of our valued residents.

Enclosed is a move-in letter informing you who to call to set up your utility accounts, where you can pick up your keys, and what you should be prepared to pay for when you arrive. If you have questions, please contact our office at (608) 308-2510. During this busy time, your call may go to our voicemail system. Please leave a detailed message, and we will return your call as soon as possible.

Moving can be a very stressful experience, but also a very exciting one. There will be many people in the downtown Madison area moving at the same time, all just as eager as you to move into their new apartment. Be prepared for slower traffic, longer lines, limited parking, and the August heat. Enjoy the rest of your summer, and please contact us if you have any questions.

Sincerely,
The 4 Lakes Properties Team

* IMPORTANT MOVE-IN INFORMATION *

This letter can be viewed at
<http://www.4lakesproperties.com/movein-information>

Welcome to 4 Lakes Properties! We are excited that you have decided to make your home with us for the upcoming year.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY IN ORDER TO MAKE YOUR MOVE-IN AS SMOOTH AS POSSIBLE.

If you have any questions after reading this letter, please refer to your lease and addendum or call our office at (608) 308-2510.

Key Pick-Up

- You can pick up your keys **AFTER 12:00 noon on Saturday, August 15, 2026**. Please see attached Key Pick Up Station flyer for where to pick up your keys at Noon on the 15th
- Your **security deposit and any remaining rent balance MUST be paid by CHECK, MONEY ORDER, or ONLINE** prior to keys being issued. We do not accept cash payments.
- **All keys and the check-in packet are given to the first resident who arrives** in order to prevent confusion. Please understand that we **CANNOT HOLD KEYS FOR ROOMMATES ARRIVING SEPARATELY**. Please make arrangements between yourselves.
- **If arriving after August 15th or after 3:00pm on August 15th, keys can be picked up at our 1020 Regent St. office, but YOU HAVE TO MAKE AN APPOINTMENT TO DO SO. Please call the office or email jasmin@4lakesproperties.com to schedule a key pick up time.**

PARKING

- Without a permit, you are welcome to park in our lots **ONLY if you are ACTIVELY moving in**. Please remove your vehicle immediately after unloading to ensure a smooth move-in for everyone. Please be advised that any vehicles without a permit that are not being used for active move-in will be **ticketed and/or towed**.
- If you have already signed a parking agreement, your parking permit will be in your move in packet when you come to get your keys. You must also pay for your first month of parking at this time.

MAINTENANCE/APARTMENT CONDITION

- We will have maintenance and cleaning crews working as quickly as possible during turnover, but unfortunately, it is difficult for them to complete everything by the time everyone moves in. Therefore, they may arrive after you have moved your things in. Please bear with us, and them, since everyone works as hard and as quickly as possible during this time.
- Your apartment condition check-in sheet must be returned to our office within SEVEN DAYS of when the first person picks up keys to the apartment.
- **Please submit maintenance requests through your online portal, SEPARATE from your check-in sheet. We also ask that you submit ONE request with all concerns rather than submitting them separately.** Our staff works as quickly as possible during this busy time--please bear with us. Emergency repairs (water, electricity, HVAC, etc.) will be handled first.

OFFICE HOURS

- | | | |
|-------------------------|----------------------|----------------------|
| • Friday, August 14th | we will be open from | 8:00 AM to 5:00 PM. |
| • Saturday, August 15th | we will be open from | 12:00 PM to 6:00 PM. |
| • Sunday, August 16th | we will be open from | 10:00 AM to 2:00 PM. |

EARLY MOVE-IN

- If you would like to move in on Friday, August 14th, please sign and return the enclosed Early Occupancy Agreement no later than Monday, August 3rd.

Thank you and we are looking forward to seeing you in August!
~4 Lakes Properties Management

DIRECTIONS TO **KEY PICK UP**

KEY PICK-UP STATION *will be in the parking lot at 203 N Hamilton St. if you live at one of the following properties:*

119 -136 N. Franklin St.
109-140 N. Butler St.
141 S. Hancock St.
143 N. Hancock St.
126/128 N. Hancock St.
203-211 N. Hamilton St.
401 E. Johnson St.
1111-1113 E. Mifflin St.

4 Lakes Properties, LLC
Early Occupancy Agreement

I/We acknowledge that 4 Lakes Properties is permitting us to take early occupancy of the leased premises identified below prior to the first date scheduled in our lease.

As consideration for the landlord permitting us to take early occupancy of the premises, I/we agree to accept the premises in AS IS condition, and waive any and all claims against the landlord for cleaning, painting, carpet cleaning, and general condition of the subject premises. I/We take full responsibility for the condition of the apartment if other lease holders have not signed below.

It is agreed that all other terms of the lease agreement and rules and regulations will be in force during this early occupancy period. All other terms of the lease including any promised repairs will remain unchanged.

The signature of any one or more tenants will hereby be considered a request for early occupancy on behalf of all tenants jointly.

I/We acknowledge that I/we will not be permitted to take occupancy of the leased premises, including key pick-up, before 1:00 p.m. (or when keys become available, whichever is later) or after 5:00 p.m. on Friday, August 14, 2026.

Address/Apartment number

_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date
_____ Tenant	_____ Date

Essential Items to Bring With You!

We know that moving can be stressful. In order to make the transition easier for you we have compiled a list of essential items that you won't want to forget to bring with you to your new home! You should expect to do a little cleaning on arrival. While 4 Lakes Properties does send cleaners through the units, they just clean the major areas.

- **Kitchen:**

- o Utensils
- o Dinnerware & Cups
- o Pots & Pans
- o Potholders & Trivet
- o Coffee Maker or Tea Kettle
- o Kitchen Towels & Rug
- o Sponges & Kitchen Cleaner

- **Bathroom(s):**

- o Shower Curtain, Liner & Rings
- o Plunger
- o Hair Trap for Shower Drains
- o Toilet Brush & Cleaner
- o Bath Rug(s)
- o Bath & Hand Towels
- o Toilet Paper

- **Bedroom(s):**

- o Sheets and Bedding
- o Hangers
- o Desk Chair
- o Nightstand & Lamp

- **Other Necessities:**

- o Vacuum Cleaner
- o Power Strips
- o Floor Lamps
- o Swiffer or Broom & Dust Pan
- o Clorox Wipes & Other Cleaning Products
- o First Aid Kit
- o Entry Rug
- o Paper Towels

Parking Options with 4 Lakes Properties!

**Are you going to need parking for the upcoming 2026-2027 year?
Good news! There are options still available here at 4 Lakes
Properties!**

Our above ground lots rent for \$105 per month on a yearlong contract. The following lots will be rented on a first come first serve basis.

129-135 N. Butler St.

Interested?

Email jasmin@4lakesproperties.com or call us at (608)308-2510

Additional information, including local lodging options, can be found at:
<http://www.4lakesproperties.com/movein-information>