

Rent Payments ONLY

ESB Financial

Attention: Meredith

P.O. Box 807

Emporia, Kansas 665801

www.wilksapts.com

Correspondence & Late Fees ONLY

Janet Wilks

P.O. Box 16

Americus, Kansas 66835-0016

Calls: 620-443-5015

info@wilksapts.com

Tenant Move-Out Instructions

Please notify us 5 or 6 weeks prior to moving out of your apartment. To schedule a "Move-Out Inspection" contact Janet & Delbert Wilks at: info@wilksapts.com or Call 620-443-5015 or Text 785-317-4701. This is a very busy time of year and the appointment schedule fills up fast.

Please plan ahead (1st Come 1st Served). We require that all maintenance repairs be completed before you make your move-out appointment. Please allow us at least 30 days to address any of these issues. If these requirements are not met your appointment will have to be re-scheduled. The apartment must be clean and empty with all utilities still on during your "Move-Out Inspection". All carpets must be professionally cleaned 24 hours before the time of your "Move-Out Inspection". We require a copy of the invoice from the company that cleaned the carpets.

"Thank You for choosing WilksApts to provide your housing for the past year!"