

MOVE-OUT PROCEDURES

This schedule shall become a permanent part of the lease

Below are move-out procedures for all tenants vacating an apartment:

1. Your apartment must be cleaned as specified below:
 - Refrigerator emptied, cleaned, and freezer defrosted
 - Stove top, oven, and range hood cleaned with degreaser
 - Floors washed; carpets vacuumed (**see lease #18F for carpet cleaning**)
 - Kitchen and bathroom cabinets emptied and washed
 - Bathroom stool, sink, tub, and shower cleaned and disinfected
 - Walls cleared of all pictures, posters, tacks, adhesive, etc.
 - Closets and furnace room cleared of all belongings
 - All trash picked up and deposited in dumpster.
2. If the property is left without adequate cleaning as specified above, charges will be assessed against security deposit at no less than **\$20** per hour.
3. Damages to interior (wall, doors, carpet, windows, counters, appliances, etc.) will be charged according to the actual cost of repair including **LABOR AND COST OF MATERIALS**.
4. If painting is required due to tenant neglect or conditions beyond normal wear and tear, cost will be assessed at no less than **\$30 per hour plus cost of materials**.
5. Do not turn off the furnace (**leave at 55**); turn off air conditioner.
6. Call the appropriate utility company to have service taken out of your name (i.e., Illinois Power, Illinois-American Water, CIPS) for the day after your lease ends. **Do not have the utilities turned off!**
7. Return all keys to the office at the time you vacate the property. There will be a flat fee charge of **\$30 if all the keys are not returned at your time of check out**. If no keys for a given lock are returned on the last day of the lease, you will be charged for the actual cost of labor and materials for the replacement of the lock (**approximately \$100.00.**)
8. Leave a forwarding address on an index card so the Security Deposit (**minus any damage charges**) can be mailed to you within 30 days.
9. Move-out must be completed by **5:00 PM ON THE LAST DAY OF YOUR LEASE**. All personal items must be removed and keys returned for check-out to be complete. Late move-out results in a charge of \$100 each day.