



Student Move-Out 2018

My Move Out Appointment: _____

My Apartment: _____

Please leave this packet where ALL your roommates can see it

Welcome to Student Move Out 2018! We certainly hope that you and your roommates have enjoyed living at your First Site Apartment and remember us in the future if you ever have housing needs in the Bloomington-Normal Area! Now that you have scheduled your move-out appointment, this will serve to be an excellent guide to make your move-out as smooth as possible. **Per your lease...**

“B. The following types of damages will, in addition to others, be chargeable to LESSEE upon LESSEE vacating the leased premises:

- 1. Extra cost of painting, carpet cleaning or replacement, or any other deodorizing process necessitated by the presence of persistent, lingering odor resulting from smoking materials, use of candles and incense, urine, alcohol, odorous cooking or otherwise.*
- 2. Extra cost of cleaning apartment to ensure that apartment is in occupancy ready condition.*
- 3. Damage to furniture and TV (if applicable).”*

We will walk through all of the forms that we use in the move-out process in detail to make sure that all residents are well informed in the move-out process. These forms will include details on cleaning, painting, carpet cleaning and basic maintenance. All of the exact forms that we use are attached at the conclusion of this packet and can also be found on our website to view at any time on Firstsiteapartments.com under the online forms section.

We also invite you to our **Student Move-Out Q&A sessions** from 6:00 PM-7:00 PM Tuesday April 24th where we will lead an open forum to help you through any move-out related questions that you may have. This will be led by one of our Licensed Leasing Consultants.

Maintenance Forms

Anything in the apartment that is in need of repair, is going to be listed on one of our two maintenance forms. We divide these repairs into one of two categories, **Charge Tenant** or **Charge Owner**.

Charge Owner Maintenance: Things listed here are items that need to be fixed, which result from tenancy and may be out of the control of the resident. These items are basic wear and tear on a unit, and the owner of the building will pay for these items. Here we need to remember that these charge owner maintenance issues are basic upkeep of the apartment and not caused by tenants. These items include but are not limited to:

- Burned out lightbulbs
- Leaky faucets
- Running toilets
- Drip pans that are warped
- Wall plates that are loose
- Worn toilet seats
- Burned out fridge and stove lights
- Loose trim/cabinets
- Tightening bedframes/furniture
- Loose/sticking door knobs
- Baseboards needing re-attachment
- Caulk that has cracked over time
- Smoke alarm batteries

Charge Tenant Maintenance: Charge tenant maintenance items are things that were beyond basic wear and tear during the tenancy and was damaged by residents during their lease. Some examples of charge tenant items include but are not limited to:

- Broken/missing handles
- Removing non-First Site door handles
- Removing personal items left behind
- Broken/missing wooden bed slats
- Clogged sinks/drains
- Broken/missing cabinets
- Broken fixtures
- Broken/missing blinds
 - Blinds measure ½" shorter than store size. Example:
If you use a tape measure and your blind width is 38 ½", you will buy a 39" blind at store.
 - Blind Color: Alabaster
- Kicked in doors/frames
- Broken/missing trim
- Broken/missing screens
- Broken/missing towel bars
- Holes punched in wall
- Broken/Missing appliances*
- Broken/Missing furniture*
- Burned/Stained flooring

Note: Labor cost of \$53.95 per hour plus the cost of materials will apply for all maintenance work done.

*Broken/Missing Appliances or Furniture will be replaced whole set not as one piece.

*i.e. Broken chair may result in replacement of both couch and chair

Painting Forms

Any scuffs, marks or stains which were on the walls when you moved in were noted and signed off on by the residents at the time of move-in. If new **scuffs, stains, or marks** are present at the time of move-out, the following charges will apply...

Painting Costs

Up to \$175.00 per
apartment

- Most of our properties are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams in Normal, IL. Since it is a gloss finish, it is cleanable by simply using cleaning agents such as a magic eraser, However, if it does not come clean, feel free to purchase paint. **Paint color is "First Site White" at most locations except for Uptown North, 1010 Lofts, and Accent Walls at various locations. See attached paint list on last page for details.**

Cleaning Forms

Cleaning is the most commonly missed area for our apartments. The most commonly missed items are unclean oven/stoves and shower/bathtubs. Should appliances and bathrooms need cleaning, a **heavy** cleaning charge will be assessed due to the time it takes to restore these areas back to move-in ready condition.

Cleaning Costs		
Light \$50.00	Medium \$145.00 (3-5 Bedroom) \$100.00 (1-2 Bedroom)	Heavy \$225.00 (3-5 Bedroom) \$150.00 (1-2 Bedroom)

- **\$50.00 Light:** Very little cleaning needed, dusting only of 1-2 Items (Example: Kitchen Countertop and Coffee Table have light dust, but all other items in apartment are clean). Anything over 2 items goes to next level of cleaning.
- **Medium Cleaning Cost:** More than a dusting needed. Moderately dirty. No appliances or bathrooms need cleaning. (Example: Floors, countertops, sinks, cabinets need to be wiped down, but all appliances and showers/tubs are clean).
- **Heavy Cleaning Cost:** Apartment very dirty, deep clean needed, appliances and bathrooms need cleaning (Example: Any shower/tub or appliance that requires any cleaning at all becomes an automatic heavy clean). *Extra charges may apply for excessively dirty apartments.*

Carpet Cleaning/Flooring

Some residents simply opt for us to professionally clean their carpets after their move-out inspection and bill their joint security deposit due to the fact that rented carpet cleaning machines can be unreliable. Should your carpet not appear to be professionally cleaned as it was when you were issued keys upon move-in, you may be charged for carpet cleaning as follows...

Carpet Cleaning

All Apartments

\$75.00*

Note:

- *Heavy stains, candle wax, gum, odor etc. will incur extra removal/treatment fees.
- If a living room couch or chair needs to be deodorized/cleaned an additional **\$35 fee** will apply.
- If tile flooring needs to be waxed from excessive scuffs, marks, stains etc., a **\$115 fee** will apply.

Key Return Envelopes

Failure to return all keys may result in a re-key charge and will be listed on the charge tenant maintenance form. Here is what to do with each...

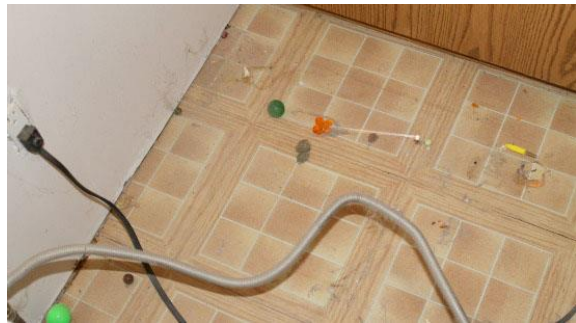
- **Apartment Keys:** Place all of them in the key envelope provided and leave envelope on kitchen counter
- **Bedroom Keys:** Leave these in the corresponding bedroom doors that they open
- **Key Fobs:** Place all of them in the key envelope provided
- **Security Door Keys:** Place all of them in the key envelop provided
- **Mailbox Keys:** Place all of them in the key envelope provided
- **Garage Passes:** These need to be returned to Heartland parking in Uptown Normal

Comcast Equipment

Any Comcast equipment such as cable boxes, cords, modems or remotes must be returned to the Comcast office located at 1202 W. Division in Normal, IL. Residents have registered the equipment in their name, therefore failure to return all equipment to the Comcast office will result in the tenant being billed directly by Comcast. **Please visit the Comcast office should you have questions regarding this.**

Helpful TIPS for preparing your apartment (Commonly missed things)

1. You must pull out stove and remember to clean sides, broiler drawer, under range panel and floor under stove. Glass top stoves do not open/prop up.



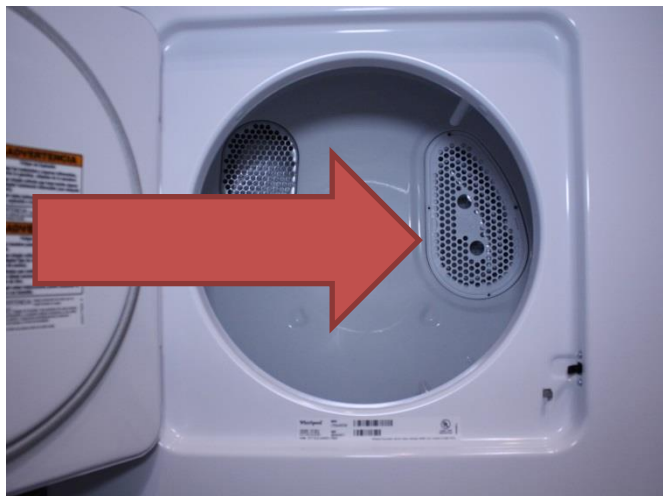
2. Clean microwave thoroughly, including grease that might build up underneath throughout the year.



3. Clean shower doors thoroughly, including tracks.



4. Clean top, inside and sides of Washer/Dryer. Don't forget to clean/wash lint trap.



5. Clean all cabinets inside and out... especially outside of cabinet doors.



6. Clean ceiling fans thoroughly, especially blades.



7. Mini blinds which are broken or stained can be replaced by visiting your local hardware store. All blinds in apartment must match color and style. You can save money by replacing blinds on your own to avoid labor charges.



8. Painting may be very costly; therefore, it is important to clean or paint any blemish on wall which was made during your stay. Paint color is "First Site White" at most locations except for Uptown North, 1010 Lofts, and Accent Walls at various locations. You can also try a magic eraser to see if the stain, scuff etc. can be removed without painting.



First Site Paint List

All paint is gloss finish and can be purchased *only* at Sherwin Williams in Normal, IL.

- 1001,1001 ½ University-** First Site White
- 101 Phoenix-** First Site White; Accent Wall- Virtual Taupe
- 1010 Main-** Tony Taupe & Chesapeake Red Bay
- 103, 206, & 404 Locust-** First Site White; Accent Wall-Virtual Taupe
- 104 & 116 Cherry-** First Site White; Accent Wall- Virtual Taupe
- 1111, 1113, & 1115 Market-** First Site White
- 114, 205, 207 Willow-** First Site White; Accent Wall –Virtual Taupe
- 138 Beaufort-** First Site White
- 305 E. College –** Contact Maintenance Office
- 306 Taylor –** First Site White
- 308 Taylor-** First Site White
- 501 & 504 Fell-** First Site White; Accent Wall Virtual Taupe
- 502 College-** First Site White
- 602 Hillview-** First Site White
- 602 Linden-** First Site White; Accent Wall– Virtual Taupe
- 605 & 609 Hester-** First Site White; Accent Wall-Virtual Taupe
- 606 Dry Grove-** First Site White
- 610 Osage-** First Site White
- 703-705 University-** First Site White; Accent Wall- Virtual Taupe
- 707, 709, & 711 Dale-** First Site White
- 708 Cullom-** First Site White
- 801 Kingsley-** First Site White; Accent Wall– Virtual Taupe
- Sugarcreek-** First Site White; Accent Wall- Virtual Taupe
- The Oaks-** First Site White; Accent Wall- Virtual Taupe
- Uptown-** Sedate Gray; Accent Walls- Marquis Orange or Tali Pot Palm (Green)
- West Wings-** First Site White