



## Move-Out Preparation Checklist

### My Move-Out Appointment: \_\_\_\_\_

(There is a \$100 rescheduling fee if you need to re-schedule your move-out appointment. All items must be removed by this time and tenant will no longer have access to the unit following appointment.)

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. LESSEE shall be liable for any damage to the premises or the furnishings and appliances within said unit. Upon termination of said Lease, the unit including furnishing and appliances shall be left by LESSEE in a sanitary, clean condition, suitable for immediate lease to another tenant; and any loss, cost or expense occasioned by LESSEE’s failure to do so shall be charged against the aforesaid bond.*

We will walk through all of the areas we inspect during the move-out process in detail to make sure that all residents are well informed in the move-out process. These areas will include details on cleaning, painting, carpet cleaning and basic maintenance.

### Key Return Envelopes

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

- **Apartment Keys, Security Door Keys, Mailbox Keys:** Place keys in envelope provided.
- **Garage Door Openers:** Place all remote(s) in the key envelope along with the keys.

# 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 fixed that may result over your tenancy which may be out of the control of the resident and come along with a unit's basic wear and tear, the owner of the building will pay for these items. 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/cracked
- Worn toilet seats
- Burned out fridge and stove lights
- Loose trim/cabinets
- Tightening bedframes/furniture
- Loose/sticking door knobs
- Baseboards needing re-attached
- 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 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
- 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.

## 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

- Touch-Up \$40/hr plus materials (Max \$175)
- Full Paint \$450

- Full paint is required when the majority of the walls have scuffs, stains, or any other damage that needs to be painted prior to the next tenant moving into the apartment.
- Most of our properties are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams in Normal. 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 Accent Walls at various locations. Call the maintenance office to get the accent wall colors.**
- Extra charges may apply for the following reasons but not limited to:
  - Pet Damage
  - Odors
  - Heavy staining (may require special paint at extra charge)
  - Ceiling discolorations
  - Damaged Cabinets
  - Color Change

## Cleaning Costs

Cleaning is the most commonly missed area for our apartments. The most commonly missed items are ovens/stoves and showers/bathtubs. All charges will vary by room and what needs to be cleaned. Please review the next page for entire list of cleaning costs that is divided by room and in some cases by item. Carpet Cleaning costs vary depending on the number of rooms/stairs (see pricing at the bottom of the Apartment Inspection form on the next page). Strip and Seal costs may be applied as needed in your apartment.

**Note:** Extra charges may apply for stain or odor removal.

### Cleaning Breakdown

Please see Apartment Inspection Cleaning form attached with itemized list of costs



## Apartment Inspection (Apt. Cleaning)

Inspector(s): \_\_\_\_\_ Property: \_\_\_\_\_ Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

### Entry Ways (\$10):

- ☐ Clean front & back of all doors (Must be scuff free)
- ☐ Clean & mop floors

### Living Room (\$20):

- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean all light switches and outlet covers
- ☐ Vacuum and wipe down all furniture
- ☐ Wipe down all windows (Glass, Sills, Frames)
- ☐ Wipe down all baseboards
- ☐ Clean & mop floor
- ☐ Wipe down television w/ electronic safe cleaner

### Kitchen (\$30):

- ☐ Pull-out stove & clean floor under stove
- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean top and underneath range hood/microwave
- ☐ Clean inside and outside of all cabinets
- ☐ Clean and wipe down all countertops
- ☐ Clean all light switches & outlet covers
- ☐ Clean & mop floor
- ☐ Clean out pantry
- ☐ Clean bar stools/table & chairs

### Appliances (1 or more \$75):

- ☐ Clean inside/outside/sides of Stove
- ☐ Clean top & underneath Stove Top
- ☐ Clean inside and outside of dishwasher
- ☐ Clean broiler
- ☐ Clean inside & outside of refrigerator
- ☐ Clean inside & outside of microwave
- ☐ Clean inside & outside of Washer
- ☐ Clean inside & outside of Dryer

### Bedroom 1 (\$10):

- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean & wipe down inside and outside of desk/dresser
- ☐ Clean & wipe down all baseboards
- ☐ Clean all windows (Glass, Sills, Frames)
- ☐ Clean closet and all shelving

### Bedroom 2 (\$10):

- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean & wipe down inside and outside of desk/dresser
- ☐ Clean & wipe down all baseboards
- ☐ Clean all windows (Glass, Sills, Frames)
- ☐ Clean closet and all shelving

### Bedroom 3 (\$10):

- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean & wipe down inside and outside of desk/dresser
- ☐ Clean & wipe down all baseboards
- ☐ Clean all windows (Glass, Sills, Frames)
- ☐ Clean closet and all shelving

### Bedroom 4 (\$10):

- ☐ Clean all ceiling fans & light fixtures
- ☐ Clean & wipe down inside and outside of desk/dresser
- ☐ Clean & wipe down all baseboards
- ☐ Clean all windows (Glass, Sills, Frames)
- ☐ Clean closet and all shelving

### Laundry Room (\$10):

- ☐ Clean lint trap in Dryer
- ☐ Clean behind/ wipe down tops and sides of all appliances

### Bathroom 1 (\$30):

- ☐ Clean inside & outside of Shower/Tub (Add \$20)
- ☐ Clean exhaust vent
- ☐ Clean toilet, toilet seat, toilet snaps, and around toilet
- ☐ Clean inside & outside of vanity drawers/cabinets
- ☐ Clean countertop and faucet
- ☐ Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- ☐ Clean all mirrors
- ☐ Clean baseboards
- ☐ Clean all light switches and outlet covers
- ☐ Clean and mop floors

### Bathroom 2 (\$30):

- ☐ Clean inside & outside of Shower/Tub (Add \$20)
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- ☐ Clean all mirrors
- ☐ Clean baseboards
- ☐ Clean all light switches and outlet covers
- ☐ Clean and mop floors

### Bathroom 4 (\$30):

- ☐ Clean inside & outside of Shower/Tub (Add \$20)
- ☐ Clean exhaust vent
- ☐ Clean toilet, toilet seat, toilet snaps, and around toilet
- ☐ Clean inside & outside of vanity drawers/cabinets
- ☐ Clean countertop and faucet
- ☐ Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- ☐ Clean all mirrors
- ☐ Clean baseboards
- ☐ Clean all light switches and outlet covers
- ☐ Clean and mop floors

### Bathroom 5 (\$30):

- ☐ Clean inside & outside of Shower/Tub (Add \$20)
- ☐ Clean exhaust vent
- ☐ Clean toilet, toilet seat, toilet snaps, and around toilet
- ☐ Clean inside & outside of vanity drawers/cabinets
- ☐ Clean countertop and faucet
- ☐ Shine all chrome (Towel bars, faucets, toilet paper holders, etc.)
- ☐ Clean all mirrors
- ☐ Clean baseboards
- ☐ Clean all light switches and outlet covers
- ☐ Clean and mop floors

### Carpet Cleaning:

	CT	CO
<input type="checkbox"/> Living Room		
<input type="checkbox"/> Hallway		
<input type="checkbox"/> Bedroom 1		
<input type="checkbox"/> Bedroom 2		
<input type="checkbox"/> Bedroom 3		
<input type="checkbox"/> Bedroom 4		
<input type="checkbox"/> Stairway		

Pricing:	
1-3 Rooms	\$ 100
4 Rooms	\$ 138
5 Rooms	\$ 163
Stairway	\$ 30

### Strip & Seal Wax (VCT Flooring)

	CT	CO
<input type="checkbox"/> Entryway		
<input type="checkbox"/> Kitchen		
<input type="checkbox"/> Bathroom 1		
<input type="checkbox"/> Bathroom 2		
<input type="checkbox"/> Bathroom 3		
<input type="checkbox"/> Bathroom 4		

Pricing:	
1 + Rooms	\$ 115