



Important Move-Out Information

Dear Current Residents,

It's almost time to start packing again as the school year comes to an end, **your lease expires December 9, 2021**. It has been a pleasure serving you this year and we look forward to making your move-out as smooth as possible! For your convenience, we will start conducting move-out inspections beginning December 14, 2021. However, to better serve our residents we can extend the move-out inspection day through December 16, 2021. Remember, personalized move-out appointments have been scheduled for your units.

November 23rd – December 1st: Please call the First Site Leasing Office (309-888-4444) if your scheduled **Move-Out Inspection** does not work for you or your roommates.

The move-out inspection will be done when the last person moves out and the unit is empty between 12/14 - 12/16.

Steps to take...

1. Communicate with roommates and decide who will be last to move-out.
2. Check schedule to see what day/time that you have been assigned
3. Please call 309-888-4444 if your schedule **Move-Out Inspection** time does not work for you or your roommates. The scheduled time is when keys are collected and you are presented with inspection results. No residents need to be physically present at inspection, but it's always recommended.

Move-Out Appointments

Dates	First Appointment	Last Appointment	Details
12/14/21 - 12/16/21	9:00 AM	1:00 PM	Only 1 appointment per apartment (keys will be collected and placed in envelope provided by us)

*** Your lease ends Thursday, December 9th**

**Move-out inspections take 30-45 minutes and all personal belongings must be out during this appointment time unless roommates re-signed.

How do I prepare my apartment for inspection? Attached you will find a move-out preparation checklist with instructions, what our inspectors will look for, costs for damages, cleaning etc.

December Move-Out Preparation Checklist 2021

Please leave this packet where ALL your roommates can see it

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).”*

General Maintenance Needed

Anything in the apartment that is in need of repair, is going to be listed on one of our two maintenance 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 doorknobs
- Baseboards needing re-attachment
- Caulk that has cracked over time
- Smoke alarm batteries
- Loose towel racks

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/Replacing 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. (i.e. If you use a tape measure and your blind width is 38 ½”, you will buy a 39” blind.)
 - Blind Color: Alabaster
- Kicked in doors/frames
- Scratched/Broken/missing trim
- Broken/missing window screens
- Broken/missing towel bars
- Animal Damage throughout interior & exterior of unit
- Drywall repair/holes in wall
- Broken/Missing appliances*
- Broken/Missing furniture*
- Burned/Stained flooring
- Use of ozone machine for odor removal
- Broken/Missing wall plates

Note: Labor cost of \$62.95 per hour plus the cost of materials will apply.

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

*i.e. Stained/Broken Mattress and/or Bedframe may be replaced as a set which replaces both the frame and mattress.

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

Painting

If your apartment requires any type of painting, the amounts below will be charged. Unless it is noted on your move-in inspection or repaired/touched-up by the resident. (**Example:** If one wall requires paint or if the entire apartment requires paint the amounts below will be charged.)

Painting Costs

(Full Move-Out: All roommates move-out)

\$59.95/ Hour + Materials

- Most of our properties are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams in Normal, IL. **If your paint color is white then it will be “First Site White”, if your paint color is not white, please email our maintenance team with a photo at maintenance@fsite-aps.com for further information.**
- *Extra Charges may apply for extreme situation such as but not limited to heavy smoke damage, pet damage, heavy stains, kitchen cabinets, vanities, doors, ceilings, etc.*

General Cleaning

Cleaning costs described below

(**Example:** 4 Bedroom; If entire apartment moves out and a General Clean is required, a fee of \$215 will be charged to apartment, \$53.75 per resident):

Cleaning Costs per apartment (Full Move-Out: All roommates move-out)			
1 Bedroom Light \$50 General \$95	2 Bedroom Light \$75 General \$110	3 Bedroom Light \$89 General \$225	4 Bedroom Light \$99 General \$250

Cleaning Costs

(Partial Move Out: some roommates re-signed for 2021/22 school year - Only residents moving out will be charged)

Per Bedroom \$25	Per Bathroom \$35
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- **Light Clean:** No personal items left in apartment. Nothing more than a light wipe down needed on any surface or appliance.
- **General Cleaning Cost:** Multiple cleaning agents required, including but not limited to, 1-3 labor hours and additional supplies needed to clean items throughout unit. Cleaning crew needs to scrub bathrooms, showers, kitchens, appliances, floors, cabinetry etc.
 - **Extra cleaning costs will apply for excessively dirty apartments** (3+ labor hours required)
 - We will apply an extra fee of:
 - **1 Bedroom: \$47.50**
 - **2 Bedroom: \$55.00**
 - **3 Bedroom: \$94.50**
 - **4 Bedroom: \$107.50**

Carpet Cleaning/Flooring

Carpet and Flooring costs described below

Note: 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

Carpet Cleaning Costs per apartment (Full Move-Out: All roommates move-out)

4 Bedroom	3 Bedroom	2 Bedroom	1 Bedroom
\$89	\$65	\$50	\$35

Carpet Cleaning Costs

(Partial Move-Out: some roommates re-signed for 2021/22 school year - Only residents moving out will be charged)

Per Bedroom

\$35

Extra Fees will apply if:

- *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 **\$135 fee** will apply.

Key Return Envelopes

Failure to return all keys may result in a re-key charge and will be listed on the inspection report. 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 doorknobs that they open
- **Key Fobs:** Place all of them in the key envelope provided
- **Security Door Keys:** Place all of them in the key envelope provided
- **Mailbox Keys:** Place all of them in the key envelope provided
- **Garage Door Openers:** Place all of them in the key envelope provided
- **Uptown North/ 138 Beaufort Garage Passes:** These need to be returned to Heartland Parking office in Uptown Normal where you originally collected them from.

MetroNet Equipment (New Fiber Internet & Cable TV)

All MetroNet equipment **MUST** remain in the apartment and plugged-in after the residents move-out. In the event any apartment removes any of the equipment they will be charged for all missing equipment. (i.e. Remotes, TV boxes, internet modems, etc). ****If you set up extra services or signed up for additional TV boxes it is the tenant's responsibility to return additional equipment and turn off additional services.***

Helpful TIPS for preparing your apartment

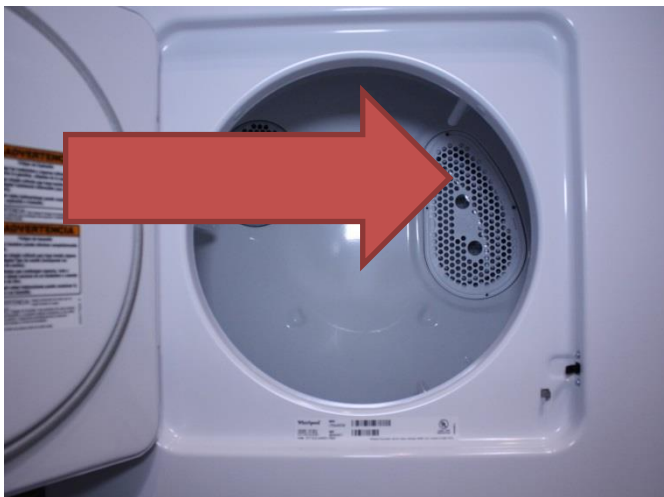
1. **You must pull out stove and remember to clean inside oven, sides of stove, broiler drawer, under range panel and floor under stove. Some stoves tops do not open/prop up.**



2. Clean microwave thoroughly, including grease that might build up underneath and filter 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 cabinetry 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 Accent Walls at various locations. You can also try cleaning agents to see if the stain, scuff etc. can be removed without painting.

