



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.

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 **\$98.00** 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 \$98.00/hour plus materials (Max \$500)
- Full Paint – price is unit specific

- 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

Full Paint (Walls Only)

1 Bedroom \$350.00	2 Bedroom \$700.00	3 Bedroom \$800.00
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Cleaning Costs

Cleaning is the most commonly missed area for our apartments. The most commonly missed items are ovens/stoves and showers/bathtubs. Extra charges may still apply if the carpet is not deemed clean by the inspector. 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.

General Cleaning

Cleaning costs described below

Cleaning Costs per Apartment		
1 Bedroom Light \$75 General \$175	2 Bedroom Light \$100 General \$275	3 Bedroom Light \$125 General \$300

- **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, 1-4 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 (4+ labor hours required)**
 - We will apply an extra fee of:
 - **1 Bedroom: \$100.00**
 - **2 Bedroom: \$150.00**
 - **3 Bedroom: \$200.00**



Vacate Report

Address: _____ Apartment #: _____

Current Date: _____ Garage Code: _____

Name: _____ Lease Dates: _____ To: _____

Phone #: _____ Email Address: _____

I, _____, do hereby give thirty (30) days notice to vacate apartment # _____.
(Resident's Name)

Keys must remain in the unit, please place them on the kitchen counter on date and time of apartment inspection (see below). This document shall serve as your authorization to show the apartment after current date. **A member of our staff will conduct a pre-inspection before your move-out appointment.**

My reasons for terminating my lease agreement are as follows:

- Bought New Home
- Moving out of City/State
- Moving to New Apartment with First Site
- Moving to New Apartment Not Managed by First Site **Where?** _____ **Why?** _____

Forwarding Address: _____

****If you must reschedule your move-out, a fee of \$100 will be placed on your account.****

Date and Time for Move-Out Appointment: _____ @ _____ am/pm. (Mon-Fri 8am to 3:00pm)

Date and Time for Pre-Inspection Appointment: _____ @ _____ am/pm (Mon-Fri 8am to 3:00pm)

(Resident's Signature)

(Agent Signature)

- I understand I was given a move-out preparation checklist, all questions regarding move-out have been sufficiently answered, and a First Site employee will come to do a pre-inspection in my unit prior to vacating.

(Resident's Initials)

- I understand that the details of my move-out will be uploaded to my resident portal documents tab within 30 days of my scheduled move-out appointment. It is my responsibility to check my resident portal with-in that time. I understand it is my responsibility to discontinue any utility services which are in my name, and my apartment is available to be shown starting today.

(Resident's Initials)

- I understand that I may be charged additional fees for improper disposal of bulk furniture and oversized trash items (couches, mattresses, tables, dressers, etc.). These items may not be placed in trash areas or dumpsters. Costs may vary for removal but will be itemized upon receipt.

(Resident's Initials)

- I intend to be present for my move-out inspection. **Please circle one:** Yes No
(If no, follow the instructions in paragraph above in relation to apartment keys and vacate the apartment by noon CST. A member of our team will conduct an inspection sometime that day.)