



Student Move-Out 2015

My Move Out Appointment: _____

My Apartment: _____

Welcome to Student Move Out 2015! 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-7:30 PM Monday April 20th and Friday 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 fixed that may result over 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. 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/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 \$49.95 per hour plus the cost of materials will apply.



On-Campus Apartment Inspection (Maintenance Only)

Charge Tenant

Inspector(s): _____ Property: _____ Apt: _____

Move Out Date: _____

Front Door/Entry _____

Living Room _____

Kitchen _____

Hallway _____

Bedroom 1 _____

Bedroom 2 _____

Bedroom 3 _____

Bedroom 4 _____

Bathroom 1 _____

Bathroom 2 _____

Bathroom 3 _____

Bathroom 4 _____

Bathroom 5 _____

Misc. _____

1 (Resident) agree with the description above. Prices for replacements/repairs may vary.

Resident Signature : _____ Date: _____

Inspector Signature : _____ Date: _____

SAMPLE



On-Campus Apartment Inspection (Maintenance Only)

Charge Owner

Inspector(s): _____ Property: _____ Apt: _____

Move Out Date: _____

Front Door/Entry _____

Living Room _____

Kitchen _____

Hallway _____

Bedroom 1 _____

Bedroom 2 _____

Bedroom 3 _____

Bedroom 4 _____

Bathroom 1 _____

Bathroom 2 _____

Bathroom 3 _____

Bathroom 4 _____

Bathroom 5 _____

Misc. _____

SAMPLE

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		
1-5 Walls	6+ Walls	6+ Walls
\$25.00 per wall	1-2 Beds \$300.00	3-5 Beds \$500.00

- Most of our properties are painted with the color First Site White (gloss), which may be purchased at Sherwin Williams Paints 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 please feel free to purchase First Site White at Sherwin Williams.
- Chart above is a price breakdown for walls only. Ceilings, trim and doors will result in extra charges.



On-Campus Apartment Inspection (Paint)

Inspector(s): _____ Property: _____ Apt: _____

Move Out Date: _____

CT = Charge Tenant CO= Charge Owner

ITEM	C/O	C/T	NOTES	ITEM	C/O	C/T	NOTES
ENTRY DOOR (ALL)				BEDROOM 4 (ALL)			
- OUTSIDE				- WALL A			
- INSIDE				- WALL B			
KITCHEN (ALL)				- WALL C			
- WALL A				- WALL D			
- WALL B				- DOOR			
- WALL C				- CEILING			
- WALL D				- CLOSET			
- DOOR				- OTHER			
- CEILING				BATHROOM 1 (ALL)			
- CLOSET				- WALL A			
- OTHER				- WALL B			
LIVING ROOM (ALL)				- WALL C			
- WALL A				- WALL D			
- WALL B				- DOOR			
- WALL C				- CEILING			
- WALL D				- CLOSET			
- DOOR				- OTHER			
- CEILING				BATHROOM 2 (ALL)			
- CLOSET				- WALL A			
- OTHER				- WALL B			
HALLWAY				- WALL C			
- WALLS				- WALL D			
- CEILING				- DOOR			
- DOORS				- CEILING			
- CLOSETS				- CLOSET			
- OTHER				- OTHER			
BEDROOM 1 (ALL)				BATHROOM 3 (ALL)			
- WALL A				- WALL A			
- WALL B				- WALL B			
- WALL C				- WALL C			
- WALL D				- WALL D			
- DOOR				- DOOR			
- CEILING				- CEILING			
- CLOSET				- CLOSET			
- OTHER				- OTHER			
BEDROOM 2 (ALL)				BATHROOM 4 (ALL)			
- WALL A				- WALL A			
- WALL B				- WALL B			
- WALL C				- WALL C			
- WALL D				- WALL D			
- DOOR				- DOOR			
- CEILING				- CEILING			
- CLOSET				- CLOSET			
- OTHER				- OTHER			
BEDROOM 3 (ALL)				BATHROOM 5 (ALL)			
- WALL A				- WALL A			
- WALL B				- WALL B			
- WALL C				- WALL C			
- WALL D				- WALL D			
- DOOR				- DOOR			
- CEILING				- CEILING			
- CLOSET				- CLOSET			
- OTHER				- OTHER			

SAMPLE

*To determine which wall is "A", "B", "C", or "D", stand in the doorway the wall on your left is "A". Continue clockwise the next wall is "B" then "C" and the furthest right (or one with the door) is "D".

**Up to 5 walls the price will be \$25 per wall. If 6 or more total walls are needed the prices will be as follows: \$300 for 1-2 bed units. \$500 for 3-5 bed units.

I (Resident) agree with the description above. Prices for repairs may vary.

Resident Signature : _____

Date: _____

Inspector Signature : _____

Date: _____

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		
Touch-Up	Medium	Heavy
\$25.00	\$125.00	\$200.00

- **\$25.00 Touch Up:** Very little cleaning needed dusting only.
- **\$125.00 Medium Cleaning Cost:** More than dusting needed, moderately dirty no appliances or bathrooms need cleaned.
- **\$200.00 Heavy Cleaning Cost:** Apartment very dirty, deep clean needed, appliances and bathrooms need cleaned.



On-Campus Apartment Inspection (Apt. Cleaning)

Inspector(s): _____ Property: _____ Apt: _____

Move Out Date: _____

*If box is checked then the required cleaning was **NOT** preformed.

**Failure to clean Oven/Stove & Shower/Tub will result in a Heavy Clean charged to the Tenant

Entry Ways:

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

Living Room:

- 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
- Shampoo carpet
- Clean & mop floor
- Wipe down television w/ electronic safe cleaner

Kitchen:

- **Clean inside/outside/sides of Stove
- **Clean top & underneath Stove Top
- Clean top and underneath range hood/microwave
- Clean broiler
- Clean all ceiling fans & light fixtures
- Clean inside & outside of refrigerator
- Clean inside & outside of microwave
- Clean inside and outside of all cabinets
- Clean inside and outside of dishwasher
- Clean and wipe down all countertops
- Clean all light switches & outlet covers
- Clean & mop floor
- Clean out pantry
- Clean bar stools/table & chairs

Bedroom 1:

- 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
- Shampoo carpet

Bedroom 2:

- 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
- Shampoo carpet

Bedroom 3:

- 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
- Shampoo carpet

Bedroom 4:

- 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
- Shampoo carpet

Laundry Room:

- Clean inside & outside of Washer
- Clean inside & outside of Dryer
- Clean lint trap in Dryer
- Clean behind all appliances
- Be sure NOT to remove or disconnect any cords**
- Clean all ceiling fans & light fixtures
- Clean all shelving
- Clean baseboards
- Clean all light switches & outlet covers
- Clean & mop floor

Bathroom 1:

- **Clean inside & outside of Shower/Tub
- 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:

- **Clean inside & outside of Shower/Tub
- 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 3:

- **Clean inside & outside of Shower/Tub
- 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 4:

- **Clean inside & outside of Shower/Tub
- 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:

- **Clean inside & outside of Shower/Tub
- 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

Apartment Walls:

- Clean/wipe down all walls throughout apartment. Should be free of scuffs, dust, spider webs, etc.

SAMPLE

Apartment Cleaning

- No Cleaning Needed**
- *Apartment is move-in ready.
- Touch up** CT CO
- *Very little cleaning needed. Dusting only.
- Medium Clean** CT CO
- *More than a dusting needed. Moderately dirty. No appliances or bathrooms need cleaned.
- Heavy Clean** CT CO
- *Apartment very dirty. Deep clean needed. Appliances and bathrooms need cleaned.

Carpet Shampooing Needed

- No Carpet Shampoo Needed**
- *Residents have shampooed the carpet and apartment is ready for immediate move-in.
- Carpet Shampoo Needed** CT CO
- *Carpeting does not appear to have been cleaned/shampooed. Apartment is not ready for immediate occupancy.

Strip & Seal (Wax) VCT Flooring

- No Strip & Seal Needed**
- *Residents have kept the VCT flooring clean and free of large scuffs, stains, etc.
- Strip & Seal (Wax) Needed** CT CO
- *VCT flooring has large scuff, stains, etc. and needs to be waxed.

CT = Charge Tenant CO= Charge Owner

(Resident) agree with the description above. Prices for replacements/repairs may vary.

Resident Signature : _____ Date: _____

Inspector Signature : _____ Date: _____

Carpet Cleaning

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 notoriously unreliable. Should your carpet not appear to be professionally cleaned as it was when you were issued keys you may be charged for carpet cleaning as follows...

Carpet Cleaning		
138 Beaufort, 1010 Lofts, The Oaks and Uptown North \$75.00	1-2 Bedroom \$70.00	3-5 Bedroom \$90.00

Note: If a living room couch or chair need deodorized/cleaned an additional \$35.00 charge will apply

Key Return Envelopes

Failure to return all keys may result in a re-key charge and 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
- **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. 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.**