

MOVE-OUT PREPARATION CHECKLIST

Thank you for your stay! Below you will find a list of commonly missed cleaning items. This list also contains estimated prices for general cleaning, cleaning of carpets, painting and maintenance. We want you to be aware of what the inspector will be looking for on your scheduled move-out appointment. Please review this checklist to fully prepare for your appointment and avoid unnecessary charges. Please remember all of these things we completed prior to your move-in therefore we want to make sure the new tenants experience the same conditions.

All Apartment keys should be put in the white envelope provided to you.

Oaks on Hovey/UpTown North/138 E. Beaufort Residents: Place your bedroom keys in your bedroom door knob and your front door key/key fobs/key cards in the envelope.

1010 Loft Residents: Simply place your front door key/bedroom key in your bedroom door knob.

If there are any missing keys, the apartment/bedrooms will be re-keyed and the charge will be split evenly.

Are you a current First Site resident and moving to another First Site Apartment? You will stay in your current apartment until your new apartment is ready for you. First Site will contact you when your apartment is ready and you will have 24 hours to transfer all of your personal items to the new apartment. This will be between 5/11-5/28. **Please have everything packed/organized to make your move as easy as possible.** 24 Hours later we will perform a move-out inspection of your CURRENT apartment.

Did you or your roommates re-sign the same apartment for next year? We will only check/inspect the bedroom/bathroom associated with the resident(s) moving out – if you are a roommate which is vacating please use this list to prepare your bedroom/bathroom for inspection.

VERY IMPORTANT – PLEASE REVIEW LAST PAGE WITH INSTRUCTIONS ON RETURNING COMCAST EQUIPMENT.

NOTE: THIS LIST IS GENERALLY COMPLETE, BUT NOT TOTALLY INCLUSIVE USE THIS AS A CHECKLIST WHEN CLEANING.

Kitchen:

- ☐ Failure to clean stove/oven will result in **Ex- Heavy cleaning charge**
- ☐ Clean all light fixtures
- ☐ Vacuum top of cabinets
- ☐ Vacuum inside of cabinets
- ☐ Clean all drawers/shelves
- ☐ Move fridge out- clean cabinets above fridge
- ☐ Clean behind fridge and top of fridge
- ☐ Clean under range-(remove grease trap/screen and light cover)
- ☐ Clean top of hood and stove
- ☐ Lift top of stove, prop up and clean
- ☐ Clean microwave inside/ outside
- ☐ Clean inside of stove
- ☐ Clean broiler
- ☐ Clean outside, front, and sides of stove
- ☐ Carefully pull out stove, clean behind stove/move back
- ☐ Clean fronts of all cabinets/ removing all grease/food
- ☐ Clean inside of cabinets
- ☐ Clean dishwasher/inside and out/run clean cycle

- ☐ Clean refrigerator inside and out/ pull out clean behind/move back
- ☐ Clean counter tops
- ☐ Clean light switches/outlet covers
- ☐ Clean floor/ mop/ edge/ around perimeter – floor must be free of scuffs
- ☐ Clean bar stools

Bathroom:

- ☐ Failure to clean shower/tub will result in **Ex- Heavy cleaning charge**
- ☐ Take down exhaust vent
- ☐ Remove all dust with paint brush
- ☐ Wash vent cover
- ☐ Clean shower thoroughly. Clean with magic eraser if needed. Wipe down with wet towel
- ☐ Clean shower doors and tracks do not leave any soap scum.
- ☐ Clean shower door track, remove all build-up, mildew, and soap scum
- ☐ Put shower doors back on track
- ☐ Clean toilet, toilet seat, toilet seat snaps, around toilet, and under the toilet rim
- ☐ Clean light bar fixture by dry dusting/no wet
- ☐ Vacuum out vanity drawers /cabinets
- ☐ Wipe down vanity inside and out (tooth paste, hairspray, etc)
- ☐ Clean counter top and faucet
- ☐ Wipe down and clean all chrome, towel bars, faucets, etc. toilet paper holders
- ☐ Clean mirrors
- ☐ Clean all pantries (shelving and doors)
- ☐ Clean all baseboards/light switches/outlet covers/ heater
- ☐ Mop bathrooms

Laundry Room:

- ☐ Bring down light fixture covers to clean thoroughly
- ☐ Clean wire shelving near washer and dryer
- ☐ Remove lint trap from dryer/wash it and let dry
- ☐ Wipe down tops, fronts, and sides of washer and dryer
- ☐ Vacuum behind washer and dryer DO NOT pull out and disconnect any cords. BE CAREFUL
- ☐ Clean baseboards, light switches/outlet covers and door
- ☐ Mop

Living Room:

- ☐ Clean all ceiling fans , light fixtures and light switches/outlet covers
- ☐ Clean all furniture, lift cushions and vacuum underneath
- ☐ Wipe down all windows, sills, frames and track (remove any stickers, tape, etc)
- ☐ Wipe down all baseboards/If there are stairs vacuum and wipe down handrails
- ☐ Clean sliding glass door and track (where applicable)

Entry ways and Exit ways

- ☐ Clean all doors (front and back) make sure to do the inside and outside of the doors
- ☐ Mop and edge (bend down and scrub the perimeter)

Bedrooms

- ☐ Clean all ceiling fans , light fixtures and light switches/outlet covers
- ☐ Clean all furniture, including mattresses, underneath bed, and all remaining bedroom furniture
- ☐ Vacuum all furniture inside the drawers/ wipe down the outside of the furniture
- ☐ Clean closet doors and all shelving within closet
- ☐ Wipe down all windows, sills, frames and track (remove any stickers, tape, etc)
- ☐ Wipe down all baseboards

End of clean checklist:

- ☐ All blinds should be in the down position & cleaned; all dusty or stained mini-blinds will be replaced at resident's expense
- ☐ Ensure all windows and doors are locked and secure
- ☐ All lights and ceiling fans turned off
- ☐ Make sure the A/C is turned off
- ☐ Check to ensure all appliances are off (stove burners especially)

Reminders:

- ☐ If apartment is excessively dirty, cleaning charges could be added.
 - o Charged by:
 - Number of man hours
 - Description of items cleaned
- ☐ All Carpets must be shampooed (If a carpet shampooer is rented you must have original copy of receipt)
- ☐ Possibility of an extra charge for excessive stains
- ☐ Any unclean blinds will result in automatic replacement

Cleaning Prices

Failing to complete the cleaning checklist provided could result in cleaning charges that range from \$35.00-\$220.00. If the apartment is excessively dirty the charges will be based on number of man hours it takes to clean the apartment and you will receive a detailed description of the work performed.

Carpet Cleaning Prices

STEAM CLEAN CARPET – ENTIRE APARTMENT **\$80.00 - \$200.00**

- Added charges may apply for stain removal and odor removal.

Painting and Drywall Repairs

\$135 - \$600

Painting charges could be more if more than one coat is necessary to cover walls painted by residents, excessive scuffs, or to cover heavy smoke damage from incense or candles. Ceilings and/or trim will be extra. If 2 or more walls in a room need to be painted, it will result in the entire room being re-painted. If 2 or more rooms need painted, the whole apartment will be re-painted.

Replacement of broken or missing items

Charges based on actual cost and time of replacement at an hourly rate of \$47-\$80 plus cost of materials.

BROKEN OR MISSING WINDOWS, SCREENS, FIXTURES, LAMPS OR FURNITURE

DAMAGE TO CARPET AND/OR VINYL WILL BE ASSESSED FOR MATERIAL AND TIME FOR THE REPAIR OR REPLACEMENT

MISSING OR BROKEN RACKS/TRAYS/DRAWERS INSIDE REFRIGERATOR OR OTHER APPLIANCES

General Maintenance

General maintenance will be billed at \$47-\$80 per hour for repairs and replacement time. Material costs are additional. A few things that are considered general maintenance include, but are not limited to:

- Repairing Drywall, removing- nails- screws-hooks-stars, removal of wall paper border applied by residents, trash removal, placing furniture back in its original location, removal of personal furniture left in apartment by tenant, etc.
- Any items left in the apartment after your move-out inspection appointment will be eliminated by our maintenance team, and you will be charged for time associated with removal.

IMPORTANT!

Modem / Digital Receiver

It's now time to return the following equipment to Comcast, even though the service is free, this equipment is still registered in a residents name at Comcast:

- Modem
- Digital Receiver
- Remotes
- Corresponding cords

Comcast is opened (Monday – Friday 9am – 6pm)

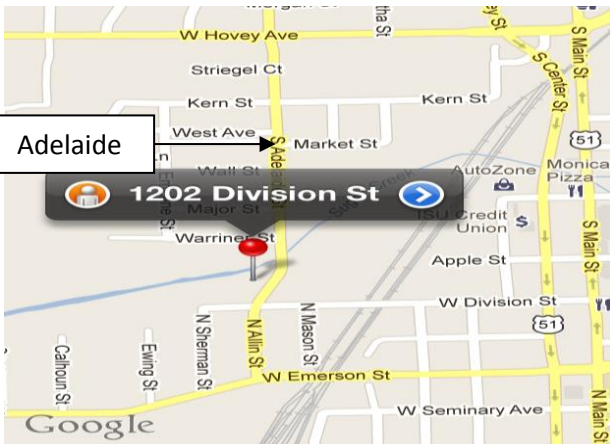
at 1202 West Division St., Normal, IL.

*Special open time: Saturday - May 10th 10am-2pm

****PLEASE NOTE:** Fees will be charged by Comcast if

any equipment is damaged, lost or not returned!

ALSO... if you or your roommate(s) are staying for another school year in the same apartment, you DO NOT need to return any equipment. Only for apartments which are completely moving out.



- ☐ **Fill out key envelope completely** *(This is attached to this packet). Leave all keys in envelope, missing keys will result in a \$10-\$100 charge. Remember, we do not accept keys in the office!*
- ☐ All personal belongings must be out of the apartment prior to your inspection time
 - All cabinets and drawers must be empty and cleaned
- ☐ If you are an Oaks/1010 Lofts/Uptown North resident please leave your bedroom door key in the lock

To view a digital copy of a move-out preparations checklist
Visit our website FirstSiteApartments.com (Click on "Online Forms" Link)

Remember, move-out times were made/selected by resident(s) in your apartment and cannot be rescheduled. Please be ready to go for your appointment. Thank You! – First Site Staff

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