

Dear Current Residents,

It's almost time to start packing again as the school year comes to an end. Your **lease expires May 14, 2026**. For your convenience, we will be scheduling move-outs into the week following finals. It has been a pleasure serving you this year, and we look forward to making your move-out as smooth as possible!

Please read the following information carefully:

Steps to take...

1. Communicate with your roommates, if you are the only person moving out (and not staying for Summer), you will schedule the move out appointment.
2. If more than one person is moving out, select a time that works best for the person moving out **LAST**.
3. **Select one roommate to visit the leasing office in person to schedule a move-out inspection.** Scheduling dates are noted below. At your move-out inspection time, all keys and fobs are collected, and you are presented with inspection results.
4. *****If you are an international student or one of your additional roommates moving out is an international student, the international flight charter will be departing Monday, May 18, 2026. YOU DO NOT NEED TO SCHEDULE AN APPOINTMENT IF YOUR ROOMMATE WILL BE TAKING THE INTERNATIONAL CHARTER.** All items must be out of the apartment by 8:00 AM on Monday 5/18/2026.

Scheduling Dates	Office Hours to Schedule Move-Out Inspection	Details
Wednesday 4/22/26 & Thursday 4/23/26	9:00 AM - 4:00 PM	Only 1 appointment per apartment.

****Move-out inspections take approximately 30 minutes, and all personal belongings must be removed from the apartment prior to this appointment time, unless you have re-signed for the Summer.**

April 24, 2026: The Woods will assign a time for any apartments which did not schedule a move-out inspection.

How do I prepare my apartment for inspection? Below you will find a move-out preparation checklist with instructions, what our inspectors will look for, costs for damages, cleaning etc. This year more than ever please make sure you follow the instructions on this checklist as pricing from our vendors (specifically cleaning and painting) have increased due to recent inflation and lack of current labor force.

Did you sign a Summer lease to stay in the same apartment? Unless ALL current occupants are staying in the same apartment for the Summer, we still need to perform a move-out inspection with the roommates who are moving out. The last roommate to move out should schedule an appointment in-office on April 22nd or April 23rd to set-up a move-out inspection.

Are you a current Woods resident and moving to another Woods Apartment with a Summer lease? You will stay in your current apartment until your new apartment is ready for you. **The Woods 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 May 21st – June 4th. A move-out inspection of your current apartment will be scheduled 24 hours after you collect keys for your new apartment. Please have everything packed/organized to make your move as easy as possible.

Utilities: If you are moving out and the Water or Electric utility is in your name, it is YOUR responsibility to reach out to the respective utility company and stop service on your scheduled move-out inspection date.

The Woods May 2026 Move-Out

This will serve to be an excellent guide to make your move-out as smooth as possible.

Please share with roommates who are also moving out! If you are staying in the same bedroom for the Summer 2026 semester you may disregard.

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

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 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 knobs/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 29 ½”, you will buy a 29” 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 \$98.00 per hour plus the cost of materials will apply.

*Broken/Missing appliances or furniture will be replaced as a 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)			
1 Bedroom Apartment	2 Bedroom Apartment	3 Bedroom Apartment	4 Bedroom Apartment
\$145	\$185	\$235	\$295

Painting Costs (Partial Move Out: At least one roommate staying for the Summer Semester)	
Per Bedroom \$80	Per Bathroom \$75

- The Woods and 1030 Wood are painted with the color First Site White (gloss), which may be purchased only at **Sherwin Williams on Wood St. in Decatur, IL.**
- *Extra Charges may apply for extreme situation such as but not limited to Heavy smoke, pet damage, heavy stains, kitchen cabinets, vanities, doors etc.*

General Cleaning

Cleaning costs described below

(**Example:** 4 Bedroom; If entire apartment moves out and a heavy clean is required, a fee of \$315.00 will be charged to apartment, \$73.75 per resident):

Cleaning Costs per apartment (Full Move Out: All roommates move out)			
1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Light \$89	Light \$99	Light \$169	Light \$189
General \$146	General \$161	General \$270	General \$315

Cleaning Costs

(Partial Move Out: At least one roommate staying for the Summer Semester)

Per Bedroom	Per Bathroom
\$40.00	\$55.00

- **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: \$100.00

***** Any smoke smell will result in additional cleaning charges. *****

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. Should your carpet not appear to be professionally cleaned as it was when you were issued keys upon move-in, you may be charged for carpet cleaning per the inspector's discretion. If you choose to have your carpet professionally cleaned on your own, you must provide a receipt upon move-out. Additional fees may still be charged as deemed necessary by the inspector.

Carpet Cleaning Costs per apartment (Full Move Out: All roommates move out)			
1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
\$30	\$60	\$90	\$120

Carpet Cleaning Costs

(Partial Move Out: some roommates re-signed for 2026 Summer lease - Only residents moving out will be charged)

Per Bedroom

\$30

Extra Fees will apply if:

- *Heavy stains, candle wax, gum, odor etc. will incur extra removal/treatment fees.
- If tile flooring needs to be waxed from excessive scuffs, marks, stains etc., a fee will apply per bathroom side. **Buildings 1-11 will be \$242 per bathroom side. Buildings 12 & 13 will be \$275 per bathroom side.**

Key Return Envelopes

(We will place these on your kitchen countertop prior to move-out).

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

- **Apartment & Bedroom Keys:** Place all of them in the key envelope provided and leave envelope on kitchen counter
- **Key Fobs:** Place all of them in the key envelope provided
- **Security Door Keys (1030 Wood):** Place all of them in the key envelope provided
- **Mailbox Keys (1030 Wood):** Place all of them in the key envelope provided

Utilities - Electric & Water

It is the resident's responsibility to contact the utility providers and remove the utility bill(s) from their name.

Ameren: 1-800-755-5000

City of Decatur: 217-424-2841

***** The Woods at Millikin has not yet received the final month's utility bill(s). Notwithstanding return of any Security Deposit, you remain responsible for any utility bill(s). Return of all or any portion of your Security Deposit in no way modifies, satisfies, waives, or otherwise relieves you of your obligations to pay utility bill(s). Any such amounts will be billed to you, and shall be due upon receipt.**

Failure to remit timely payment will be treated as a default under your Lease, and The Woods at Millikin reserves the right to take all appropriate action to recover any such sum due it to reimburse for utility bills.

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 air return vents and bathroom exhaust fans from dust/lint build up over the stay.



4. Clean shower doors thoroughly, including tracks.



5. Clean top, inside and sides of Washer/Dryer. Don't forget to clean/wash lint trap.



6. Clean all cabinets inside and out... especially outside of cabinet doors.



7. **Clean ceiling fans thoroughly, especially blades.**



8. **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.**



9. **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". You can also try cleaning agents to see if the stain, scuff etc. can be removed without painting.**

