

# THE woods

at Millikin

## Student Move-Out 2018

**My Move Out Appointment:** \_\_\_\_\_

**My Apartment:** \_\_\_\_\_

***Please leave this packet where ALL your roommates can see it***

Welcome to Student Move Out 2018! We certainly hope that you and your roommates have enjoyed living at your Woods at Millikin Apartment and remember us in the future if you ever have housing needs in the Decatur/Forsyth Area! Now that your move out appointment has been scheduled, 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).”*

## 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:** Place all of them in the key envelope provided
- **Key Fobs:** Place all of them in the key envelope provided
- **Mailbox Keys:** Place all of them in the key envelope provided **(1030 Residents Only)**

# Maintenance Forms

Anything in the apartment that needs 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	Loose trim/cabinets
Leaky faucets	Tightening bedframes/furniture
Running toilets	Loose/sticking door knobs
Drip pans that are warped	Baseboards needing re-attached
Wall plates that are loose/cracked	Caulk that has cracked over time
Worn toilet seats	Smoke alarm batteries
Burned out fridge and stove lights	

**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	Broken/missing trim
Removing non-Woods door handles	Broken/missing screens
Removing personal items left behind	Broken/missing towel bars
Broken/missing wooden bed slats	Holes punched in wall
Clogged sinks/drains	Broken/Missing appliances*
Broken/missing cabinets	Broken/Missing furniture*
Broken fixtures	Burned/Stained flooring
Broken/missing blinds	
Kicked in doors/frames	

**Blinds measure ½" shorter than store size. Example: If you use a tape measure and your blind width is 38 ½", you will buy a 39" blind at store. Blind Color: Alabaster**

**Note: Labor cost of \$39.96 (Woods Maintenance) & \$51.95 (Apartment Services) per hour plus the cost of materials will apply.**

**\*Broken/Missing Appliances or Furniture will be replaced whole as a unit and not individually by section.**

## 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 Cost**  
**Up to \$150.00\* per**  
**apartment**

- The Woods apartments are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams in Decatur. 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”.**

## 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. *Extra charges may apply for excessively dirty apartments!*

### Apartment Cleaning Costs **\$90.00 per apartment**

**Partials (Bedrooms Only) \$15.00**

**Partials (Bathrooms & Bedrooms) \$35.00**

## Carpet Cleaning/Flooring

Some residents simply opt for us to professionally clean their carpets after their move-out inspection and bill their joint security deposit because rented carpet cleaning machines can be 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. Please note that heavy stains, candle wax, gum, odors, will incur extra removal/treatment fees

### Carpet Cleaning **\$45.00 per apartment**

## Strip & Seal Tile Flooring

If the tile flooring in the bathrooms and kitchens (**only at the 1030 Building**) needs waxed from excessing scuffs, marks, and or stains then there will be a fee:

### Strip & Seal Tile Flooring **\$65.00 per apartment**

## Helpful TIPS for preparing your apartment (Commonly missed things)

1. You must pull out stove and remember to clean sides, broiler drawer, under range panel and floor under stove. Glass top stoves do not open/prop up.



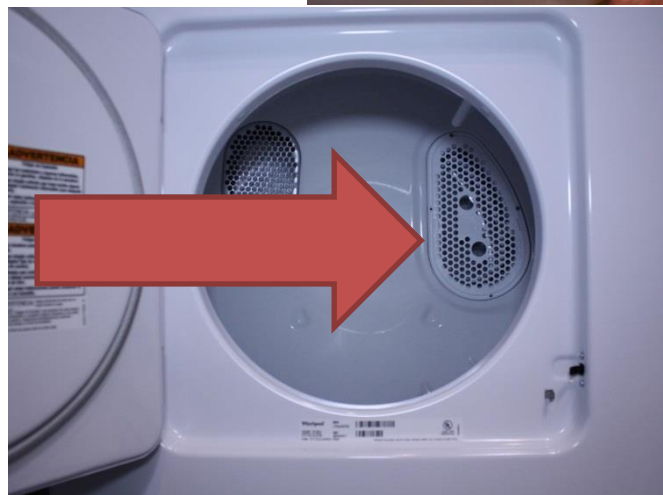
2. Clean microwave thoroughly including grease that might build up underneath throughout the year.



**3. Clean shower doors thoroughly including tracks**



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





5. Clean all cabinets 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". You can also try a magic eraser to see if the stain, scuff etc. can be removed without painting.

