

## Important Move-Out Information

Dear Current Residents,

It's almost time to start packing again as the school year comes to an end, **your lease expires May 15, 2020**. It has been a pleasure serving you this year and we look forward to making your move-out as smooth as possible! We will start conducting move-out inspections beginning May 11, 2020. However, you are welcome to schedule a time for May 15, 2020 (last day of your lease). To better serve our residents, we can even extend the move-out inspection day through May 16, 2020. Remember, personalized move-out appointments are scheduled on a first-come-first-serve basis, so please schedule your inspection soon.

**The move-out inspection will be done when the last person moves out and the unit is empty between 5/11 – 5/16. Apartments with International students will have their move-out inspection on 5/18.**

### Steps to take...

1. Communicate with roommates and decide who will be last to move-out.
2. Select a day/time that works best for everyone.
3. Choose one roommate to call the Woods leasing office, on the days noted below, to schedule a **Move-Out Inspection** time for our staff to visit your apartment. At this time keys are collected and you are presented with inspection results.
4. If you have already returned keys and do not wish to return to your apartment for inspection, it is not required that you are present. However, you still must communicate with your roommates and schedule a move-out inspection for the apartment.
5. **\*IMPORTANT\*** Apartments with **International** students: Inspections for those apartments will be on 5/18. It is still required that you contact the Woods to schedule a move-out inspection time for that day.

**Monday April 20<sup>th</sup> & Tuesday April 21<sup>st</sup>:** Please call the Woods leasing office at **(217) 464-8635 between 9:00 AM & 5:00 PM** to schedule your **Move-Out Inspection**. Remember, **only one inspection** will be scheduled per apartment. Please designate **one roommate** to schedule the appointment time.

### Move-Out Appointments

Dates	First Appointment	Last Appointment	Details
5/11/20 – 5/16/20	8:00 AM	6:00 PM	Only 1 appointment per apartment. (Keys will be collected and placed in envelope provided by us.)
Monday 5/18/20 International Student Apts	8:00 AM	12:00 PM	If you and/or you roommate(s) are in the International Program, we have designated this day to conduct the apartment's move-out inspection.

### \* Your lease ends Friday, May 15<sup>th</sup>

\*\*Move-out inspections take 30 minutes and all personal belongings must be out during this appointment time unless roommates re-signed.

**April 22, 2020:** 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.

**Did you sign a Summer lease to stay in the same apartment?** Unless ALL current occupants are staying in the same apartment, we still need to perform a move-out inspection with the roommates who are moving out. The last roommate to move out should call to schedule an appointment on April 20<sup>th</sup> or April 21<sup>st</sup> 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 15<sup>th</sup> – May 29<sup>th</sup>. 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.*

# The Woods Move-Out 2020

Welcome to Move Out 2020! 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).”*

## 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 38 ½”, you will buy a 39” 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 \$59.95 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. (**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)

2 Bedroom Apartment  
(1030 Wood)

**\$125**

4 Bedroom Apartment  
(The Woods)

**\$225**

### Painting Costs

(Partial Move Out: some roommates re-signed for 2020/21 school year)

Per Bedroom/Connected Bathroom Charge:

**\$50**

- The Woods and 1030 Wood are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams 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 \$235 will be charged to apartment, \$58.75 per resident):

Cleaning Costs per apartment (Full Move Out: All roommates move out)	
<b>2 Bedroom (1030 Wood)</b>	<b>4 Bedroom (The Woods)</b>
Light \$50	Light \$50
Medium \$99	Medium \$190
Heavy \$115	Heavy \$235

## Cleaning Costs

(Partial Move Out: some roommates re-signed for 2020/21 school year - Only residents moving out will be charged)

<b>Per Bedroom</b>	<b>Per Bathroom</b>
\$40	\$50

- **\$50.00 Light:** Very little cleaning needed, dusting only of 1-2 Items (Example: Kitchen Countertop and Coffee Table have light dust, but all other items in apartment are clean). Anything over 2 items goes to next level of cleaning.
- **Medium Cleaning Cost:** More than a dusting needed. Moderately dirty. No appliances or bathrooms need cleaning. (Example: Floors, countertops, sinks, cabinets need to be wiped down, however, all appliances and showers/tubs are clean).
- **Heavy Cleaning Cost:** Apartment very dirty, deep clean needed, appliances and bathrooms need cleaning (Example: Any shower/tub or appliance that requires any cleaning at all becomes an automatic heavy clean). *Extra charges may apply for excessively dirty apartments.*

## 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)

2 Bedroom  
\$50

4 Bedroom  
\$89

### Carpet Cleaning Costs

(Partial Move Out: some roommates re-signed for 2020/21 school year - Only residents moving out will be charged)

Per Bedroom  
\$35

#### 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 **\$135 fee** will apply.

## Key Return Envelopes

### (We will place these on your kitchen countertop)

Failure to return all keys may result in a re-key charge and will be listed on the charge tenant maintenance 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

## Comcast Equipment (1030 Wood)

All Comcast equipment should have been returned. Any Comcast equipment such as cable boxes, cords, modems or remotes must be returned to the Comcast office located at 108 E Barnett Ave, Forsyth, IL 62535. 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.**

## Utilities - Electric & Water

It is the residents responsibility to contact the utility providers and remove the utility bill from their name. The last billing date should reflect the last date of the lease, May 15, 2020. **\*The final water bill will be sent to the Woods and are deducted from the security deposit. Residents can access their final electric bill online at Ameren Illinois.**

# 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 shower doors thoroughly, including tracks.**

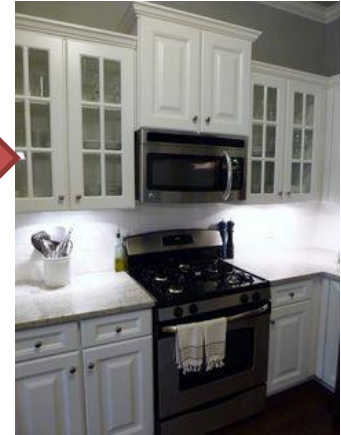


**4. Clean top, inside and sides of Washer/Dryer. Don't forget to clean/wash lint trap.**





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



6. Clean ceiling fans thoroughly, especially blades.

