



BAYTOWNE APARTMENTS

1000 BAYTOWNE DRIVE
CHAMPAIGN, ILLINOIS 61822
PHONE: (217) 352-1000

MOVE-OUT INSTRUCTIONS CHARGES

INSPECTIONS

Appointments for inspection are made by notifying the BAYTOWNE Office at least 24 hours in advance. You may choose to schedule your inspection as much as 30 days in advance to insure the date and time you prefer.

Inspections are scheduled Monday thru Friday from 10:30 A.M. to 4:30 P.M. Inspections are not accepted for scheduling on Saturdays, Sundays, company or legal holidays.

All of the resident's furniture and personal belongings must be removed from the apartment and the required cleaning done before inspections are made. Residents should be present for their inspection. Please check in at the BAYTOWNE Rental Office at the scheduled inspection time.

KEYS

Keys are to be returned to the Rental Office after the inspection, or given to the inspector. There will be a **\$25.00** charge for each key that is not returned and **\$70.00** for each garage door opener not returned. There will be a **\$30.00** charge for each Fitness Centre key that is not returned.

There will be a **\$100.00** charge for changing the locks to the apartment if the keys are not returned to the Rental Office on the day of vacating. All keys are to be turned in to the Rental Office, do not leave keys in the vacated apartment.

SECURITY DEPOSIT

After lawful deductions have been made, the balance of all security deposits and an itemized accounting of any deductions will be mailed to Resident, at Resident's last known address, no later than 30 days after surrender except where otherwise provided by statute.

UTILITIES

The resident is responsible for all utilities as agreed in the lease, from the first day of the lease through, and including the last day of the lease liability. Power is to be left on in the apartment for the inspection. Places you may need to notify of your relocation include:

Electric and Gas – Ameren Illinois (800) 755-5000

Xfinity/Comcast (cable, internet & phone) (877) 431-4828

Water – Illinois American Water (800) 422-2782

Post Office (217) 352-2167

CLEANING

The following lists provide cleaning requirements to be completed prior to the final inspection as well as the charges that will be assigned if the requirements are not adequately met.

A.	Carpets are to be vacuumed. Tile and vinyl floors are to be cleaned of all dirt and residue.	A.	Shampoo carpets	\$100.00
B.	Clean Bathroom(s). Wash walls, sink, medicine Cabinet(s), toilet, tub, shower, mirrors and all fixtures.	B.	Vacuum floors (per room)	\$15.00
C.	Wash kitchen cabinets inside and out. Remove all shelf paper.	C.	Clean tile/vinyl (per room)	\$25.00
D.	Clean kitchen sink and all fixtures.	C.	Wash bathroom walls	\$20.00
E.	Clean stove to include top, sides, front, drip pans, beneath drip pans, burners, racks (top and bottom), rangehood, kick panel and oven.	C.	Clean medicine cabinet (ea.)	\$15.00
F.	Defrost and wipe out interior and exterior of refrigerator. Wipe out beneath racks, compartments, and drawers.	C.	Clean toilet (ea.)	\$25.00
G.	Clean ceiling fan.	C.	Clean tub and shower (each)	\$40.00
H.	All walls and baseboards are to be clean.	C.	Clean fixtures (each)	\$15.00
I.	Wash closet walls, shelf, racks, and baseboards.	C.	Wash kitchen cabinets	\$30.00
J.	Wash windows, tracks and blinds.	C.	Remove shelf paper	\$45.00
K.	Clean sliding glass door (when applicable)	D.	Clean kitchen sink	\$25.00
L.	Sweep patio/balcony/outside storage closet.	E.	Clean stove complete	\$60.00
M.	Remove all trash. Any large items such as: Furniture, bicycles, etc. must be removed entirely from premises prior to inspection.	E.	Clean refrigerator complete	\$60.00
N.	Missing Fire Extinguisher	F.	Wash ceiling fan	\$25.00
O.	Clean all interior and exterior doors	F.	Wash down all walls and baseboards (per room)	\$25.00
		F.	Clean closet complete (ea.)	\$10.00
		F.	Wash windows & blinds (ea.)	\$25.00
		F.	Wash sliding glass door (ea.)	\$20.00
		F.	Sweep patio/balcony/ outside storage closet (ea.)	\$25.00
		F.	Carry out trash (per bag)	\$15.00
		F.	Remove large items (per item)	\$45.00
		F.	Replace Fire Extinguisher	\$40.00
		F.	Replace Interior Doors	\$250.00
		F.	Replace Exterior Doors	\$400.00

Resident (Jointly and Severally):

DATE

DATE

DATE

Lessor: BAYTOWNE APARTMENTS, LLC

Its Authorized Agent

DATE