

## **Move out Instructions**

### INSPECTIONS

Appointments for inspection are made by notifying the Westgate 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 through Friday from 9:30 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 apartments and the required cleaning done before inspections are made. Resident should be present for the inspection. Please check in at the Westgate Office at scheduled inspection time.

### KEYS/LAUNDRY CARD/CAR TAG/POOL TAGS

Keys are to be returned to the Westgate Office after the inspection or given to the inspector. There will be a \$35.00 charge for changing the locks to the apartment if the keys are not returned to the Westgate Office on the day of vacating. There will be a \$5.00 charge for each item (laundry card, car tag, and pool tags) that are not returned on the day of vacating.

### 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 IP (800) 755-5000

Telephone - SBC (800) 244-4444

Cable – Comcast (217) 384-2500

Post Office - (217) 373-6023

### CLEANING

The following lists cleaning that is required to be completed prior to the final inspection, as well as the charges that will be assigned if the requirements are not adequately met. Any work that is not itemized on this sheet will be done at an hourly rate of \$75.00 plus cost of materials with an hour minimum. These costs are subject to change without notice.

<u>Required Cleaning:</u>	<u>Minimum Charges:</u>
A. Floors: washed, vacuumed and/or shampooed	A. Vacuum floors Shampoo carpet \$ 20.00/room \$ 85.00/apartment
B. Clean, grouting, tile--shower surround, fixtures, Vanity and medicine cabinet	B. Clean fixtures, medicine cabinet, vanity Clean grouting, tile, shower surround Clean Bathtub \$ 15.00each \$ 30.00 \$ 30.00
C. Wash kitchen cabinets inside and out. Remove all shelf paper, Wash Countertops	C. Wash kitchen cabinets Clean kitchen countertops \$ 45.00 \$ 10.00
D. Clean stove to include top, sides, front, drip pans, beneath drip pans, burners, racks (top and bottom), kick panel, and oven	D. Clean inside oven completely Clean stove-- top, sides, front Clean drip pans \$ 45.00 \$ 35.00 \$ 25.00
E. Defrost and wipe out interior and exterior of refrigerator	E. Clean refrigerator completely \$ 45.00
F. Clean kitchen sink and all fixtures	F. Clean kitchen sink and fixtures \$ 10.00
G. All walls and baseboards are to be clean	G. Wash down all walls and baseboards \$ 25.00/room
H. Wash closet walls, shelf, racks, and baseboards	H. Clean closet completely \$ 10.00 each
I. Wash windows and blinds/sheers	I. Wash windows & blinds/sheers \$ 20.00 each
J. Remove all trash. Any large items such as furniture, bicycles, etc. must be removed entirely from premises prior to inspection	J. Carry out trash Remove large items \$ 15.00/bag \$ 45.00/item
K. Deflea apartment (if applicable)	K. Defleaing apartment (per treatment) \$ 100.00
L. Deodorizing Carpet	L. Deodorizing \$ 75.00
M. Missing Fire Extinguisher	M. Missing Fire Extinguisher \$ 20.00
N. Williamsburg Door	N. Replace Damage \$ 500.00 \$ 150.00

**RESIDENT HEREBY ACKNOWLEDGES RECEIPT OF A COPY OF MOVE-OUT INSTRUCTIONS AND STANDARD CHARGES.**

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Westgate

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date