



BAYTOWNE APARTMENTS

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

MOVE-OUT INSTRUCTIONS AND 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 \$10.00 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 \$45.00 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 – Illinois Power	(800) 755-5000	Telephone – McLeod USA	(217) 355-0101
Water – Illinois American Water	(217) 352-1420	AT&T	(800) 244-4444
Post Office	(217) 373-6000	Cable T.V. & Internet	(217) 530-3278
		HI-DEF Communication	(217) 258-6679

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

Resident

Authorized Agent

Resident

Date

Date