

# Champaign Urbana Home Rental

## MOVE-OUT PROCEDURES SCHEDULE "A"

It has been a pleasure having you as a resident. With your lease ending, we would like to bring a few items to your attention prior to your move.

Your lease requires that you leave the home in a clean and undamaged condition. Below is the cleaning fee checklist. We have every intention of returning your security deposit in full as long as you have fulfilled your agreement and your home is returned **in the same condition as when you moved in excluding any normal wear and tear.**

Property Address: \_\_\_\_\_

Below are "Move-Out" procedures to be followed when vacating your house:

1. These should be cleaned/addressed:
  - a) Floors washed & carpets vacuumed and shampooed (including behind/between appliances)
  - b) Bathroom fixtures and storage
  - c) Kitchen cupboards inside and outside
  - d) Sink & dishwasher (if applicable)
  - e) Stove top, oven & range hood
  - f) Refrigerator (freezer defrosted, everything washed & bulb unscrewed)
  - g) Closets & furnace room/utility room
  - h) Basement, garage & shed swept (if applicable)
  - i) All windows, window sills, blinds, and glass doors inside and out
  - j) Ceiling fans
  - k) Replace any burned out light bulbs
  - l) Lawn mowed and grass raked if clippings are long. Leaves raked. Landscape beds cleaned.

If house is left without adequate cleaning, our minimum charge for cleaning is listed below:  
\$50.00 minimum for any necessary cleaning.

|   |          |
|---|----------|
| Sweeping & mopping or vacuuming floors (per room)           | \$20.00  |
| Refrigerator (double if mold or mildew is present)          | \$50.00  |
| Stove top, oven, or storage drawer                          | \$60.00  |
| Range Hood  | \$50.00  |
| Kitchen/bathroom sink                                       | \$25.00  |
| Kitchen cupboards, drawers or sink cabinets                 | \$60.00  |
| Dishwasher  | \$15.00  |
| Kitchen or bathroom floors                                  | \$25.00  |
| Toilet  | \$20.00  |
| Shower/Tub  | \$40.00  |
| Medicine chest/cabinet                                      | \$20.00  |
| Sink cabinet  | \$20.00  |
| Closet or storage room                                      | \$10.00  |
| Patio or Balcony (if applicable)                            | \$10.00  |
| Trash to carry out (per bag, furniture will be much higher) | \$10.00  |
| Shampooing of carpet (per room)                             | \$25.00  |
| Flea spraying   | \$200.00 |
| General "wipedown" of house                                 | \$50.00  |
| Windows (per window)  | \$10.00  |
| Blinds (per blind)  | \$5.00   |
| Mowing/raking lawn of long clippings/leaves                 | Varies   |

2. Damages to the house (walls, doors, carpet, windows, counters, appliances, etc.) will be charged according to the actual cost of repair (including LABOR AND COST OF MATERIALS).
3. If painting is required due to tenant neglect, the actual cost of repainting the necessary areas will be charged to you.
4. Do not turn off the furnace (leave set at 55). Turn off air conditioner.

5. As your move out date approaches, please send us an e-mail or give us a call to schedule a day to meet after the house is empty and cleaned. We will do a walk through and receive the keys. Please email us your new address where we can mail your deposit back. If you prefer, you can use our "expedited move out". Just send us an email letting us know that you have vacated the house and give us your forwarding address. Please leave all the keys and the garage remotes in the kitchen counter.
6. There will be a flat fee charge of \$25.00 if all the keys are not returned on the last day of your lease by 5:00 pm. If no keys for a given lock are returned on the last day of the lease, you will be charged for the actual cost of labor and materials for replacement of the lock.
7. Move-out must be completed by 5.00 pm on the last day of your lease. Move-out is not completed until all personal items have been removed from the apartment and all keys have been returned to us. Late move-out will result in charge of twice your daily rent per day or any part of a day, the cost of the motel for the new tenant, if needed, and any other charges the incoming tenant might incur because of a late move-in. The minimum charge is \$25.00
8. After 30 days any material (of apparent value) left after the unit has been vacated will be discarded. To pick up property during this thirty day period, you will be charged mini warehouse rates per day storage fee plus our cost of packing, payable in cash prior to release of personal property.

**This Schedule A, "Move-out Procedures", shall become a permanent part of the lease written for the above stated property.**

## **ChampaignUrbanaHomeRental.com**

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