

KATHY S GUIDE TO MOVING OUT

RENT You need to pay the last month's rent on time and in full unless other arrangements have been made in writing with RJK Properties.

CLEAN The apartment should be as clean and empty as it was when you moved in, except for normal wear and tear. If it is not clean we will not consider renting to you again, will be honest about the condition of the apartment for reference calls, and you will be charged for cleaning and repair. See checklist.

TRASH If you will be throwing out a lot of stuff please start early and spread it over several weeks. If we are charged by the city or our waste service for excess trash we will pass the charge on to you.

CHARGES

- Clean Oven or Refrigerator Minimum \$25
- Clean Anything Else - \$25 per hour
- Repairs for damage beyond normal wear and tear - \$35 per hour plus materials
- Painting over colored walls - \$50 per hour plus materials
- Removal of stuff left behind - \$10 per trip to the trash cans, double for items taking 2 people
- Non-repairable damages (Cigarette Burns, Wax Stains, Holes in Cabinets, permanent stains / damage to flooring or fixtures - \$25 per item (3 cigarette burns = \$75)
- Keys not returned - \$10.00 plus \$1.00 per key

CHECKLIST:

_____ Remove ALL of your belongings unless pre-approved in writing by RJK properties _____
Remove all nails, picture hooks, curtain rods, tape etc from walls and cabinets

KITCHEN:

_____ Clean refrigerator inside and out (top and sides too); remove all drawers and wash underneath
_____ Clean stove inside and out (sides too), including racks and broiler pan
_____ Clean dishwasher inside and out
_____ Clean all cabinets inside and out
_____ Clean countertop
_____ Clean sink
_____ Wash floor (sweeping is not enough) including under stove and fridge

BATHROOM:

_____ Wash down ceramic tile; best to use a nylon scrub brush and an anti-soap scum cleaner
_____ Clean tub and faucets
_____ Clean medicine cabinet inside and out
_____ Clean sink / vanity / faucets
_____ Wash floor
_____ Clean toilet inside and out

OTHER CLEANING:

_____ Wash all hardwood floors (sweeping is not enough)
_____ Remove gross stuff (food, pet evidence, etc) from everywhere
_____ Sweep down cobwebs
_____ Clean washer / drier inside and out

MISC:

_____ If you painted the walls, repaint them Benjamin Moore OC14 as they were when you moved in
_____ Remove all stuff from storage / basement / decks / yard / porch
_____ Call Peoples Energy
_____ Call ComEd
_____ Call the phone company
_____ Call the cable or satellite company
_____ Leave all keys, including the spare set: _____ entrance _____ apartment _____ mailbox _____ other
_____ Lock all doors and windows
_____ If it below 50 degrees out , leave the heat on.

Move out deadline is _____ on _____. Call _____ for instructions regarding return of the keys.