



912 North Linden Street, P.O. Box 670
Bloomington, Illinois 61701
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MOVE OUT CHECKLIST

1. **We will inspect your apartment after the apartment is empty and the keys have been turned in.** It is not necessary for you to be present at this inspection. However, if you would like to accompany us during the inspection you will need to call the office to schedule an appointment. We will accommodate these inspection appointments between the hours of 9:00AM and 4:00PM Monday through Friday.
2. **Clean the Apartment.** Examples of things most likely to be charged for if not cleaned well: refrigerator, stove, oven, cupboards, light fixtures, windowsills, bathroom fixtures, sinks and mini blinds. If we need to remove any belongings or trash, you will be charged.
3. **Automatic charges if you have lived in the apartment for LESS THAN 12 MONTHS:**
Carpet cleaning for 1-bedroom apartment: \$120
Carpet cleaning for 2-bedroom apartment: \$240
Carpet cleaning for 3-bedroom apartment/townhouse: \$300
Painting and cleaning charges will be assessed based on the type of service required.
4. **Call all utility companies – water, gas and electric.** Contact the water department, electric and gas companies and notify them that you are moving out and the service needs to be transferred back into Apartment Mart's name beginning on the day you move out. Please have them send the final bills to your new address.
5. **Disconnect your cable services.** Return all cable equipment to the cable company. Please do not leave it in the apartment. If you have a satellite dish, please remove it. If you do not remove the satellite dish, pole, or cables you will be charged to have them removed.
6. **Return all mailbox, door keys and garage door openers to our office on your move out date.** You will be charged if you fail to return the keys and garage door opener. If this is after hours, please put the keys in an envelope with the apartment address and your forwarding address or contact phone number on it. You can drop the keys through the mail slot in the office door.
7. **Don't forget to provide us with your new address.** Any correspondence or refunds will be sent within 30 days of your move out date.
8. **Do not turn the heat off during the winter months.** If you move out during the winter months, please leave the heat turned on and set the thermostat no lower than 60 degrees. This will prevent the water pipes from freezing. You will be charged for any damage caused by turning off the heat.
9. **Do not remove items that were provided with the apartment.** All burnt out light bulbs must be replaced with the correct wattage and working properly, or you will be charged. Please leave any shower rods, microwaves and other items that are provided by Apartment Mart. If you take these items with you, you will be charged to have them replaced.
10. **Cancel automatic rent payments.** If you have your rent set up on an automatic/recurring payment system through the tenant portal or your bank please cancel it.

If you have any questions regarding moving out of your apartment, please contact our office at (309) 827-8576 during our regular office hours.

Thank you,

Apartment Mart