



**INSPECTIONS**

Appointments for inspection are made by notifying the Forest Park 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 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 their inspection. Please check in at the Forest Park Office at scheduled inspection time.

**KEYS**

Keys are to be returned to the Forest Park 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 Forest Park Office on the day of vacating. There will be a \$25.00 charge for changing the locks to the postal mailbox if the keys are not returned to the Forest Park Office on the day of vacating.

**SECURITY DEPOSIT**

After lawful deductions have been made, the balance of all security deposits and 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 & Gas – Ameren/Cilco** (309) 672-5252 *(asks for 24 hour notice)*  
**Telephone – AT&T** (866) 636-6683

**Post Office –** (309) 671-8800  
**Cable – Comcast** (888) 736-6689

**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 \$12.00 plus the cost of materials.

**Required Cleaning:**

**Charges:**

A. Floors: washed, vacuumed and/or shampooed	i. Vacuum floors	\$10.00/room
	ii. Shampoo carpet	\$80.00/apartment
B. Wash bathroom walls, grouting, fixtures, and medicine cabinet	i. Walls	\$10.00
	ii. Grouting	\$10.00
	iii. Fixtures/Medicine Cabinet	\$10.00/each
C. Wash kitchen cabinets (inside & out) Remove all shelf paper	i. Wash cabinets	\$25.00
D. Clean stove (top, sides, front, drip pans, beneath drip pans, burners, top and bottom racks, kick panel, and oven)	i. Clean stove complete	\$75.00
E. Defrost and wipe out interior and exterior of refrigerator	i. Clean refrigerator complete	\$45.00
F. Clean kitchen sink and all fixtures	i. Clean kitchen sink and fixtures	\$10.00
G. All walls and baseboards are to be cleaned	i. Wash down all walls and baseboards	\$15.00/room
H. Wash closet walls, shelf, racks, and baseboards	i. Clean closets complete	\$10.00/each
I. Wash all windows	i. Wash all windows	\$10.00/each
J. Remove all trash. Any large items, such as: furniture, bicycles, etc. must be removed entirely from premises prior to inspection.	i. Carry out trash	\$10.00/bag
	ii. Remove large items	\$45.00/item
K. Deflea apartment (if applicable)	i. Defleaing apartment	\$75.00

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

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Forest Park Apartments

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date