



1501 E. Gardner Lane  
 Peoria Heights, IL 61616  
 (309) 682 8532  
 www.forestparkapts.net

**Move Out  
 Instructions and  
 Standard Charges**

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/Pool tags are to be returned to the Forest Park Office after the inspection, or given to the inspector. If keys/pool tags are not returned, the following charges apply:

- \$25.00/each     Apartment Key
- \$25.00/each     Mailbox key
- \$75.00            Change Locks – No Apartment Keys returned
- \$ 5.00/each      Pool Tag

All keys are to be turned into the Forest Park 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 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 IL** (309) 672-5252 (*asks for 24 hour notice*)
- Cable – Xfinity/Comcast** (888) 736-6689
- Post Office** – (309) 671-8800
- Telephone – AT&T** (866) 636-6683

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<br>ii. Shampoo carpet   | \$10.00/room<br>\$80.00/apartment             |
| B. Wash bathroom walls, grouting, fixtures, and medicine cabinet | i. Walls<br>ii. Grouting, Tile, Shower Surround<br>iii. Fixtures/Medicine Cabinet, Vanity<br>iv. Bathtub | \$10.00<br>\$10.00<br>\$10.00/each<br>\$10.00 |

|   |   |                               |
|---|---|-------------------------------|
| C. Wash kitchen cabinets (inside & out)<br>Remove all shelf paper, Wash Countertops   | i. Wash cabinets<br>ii. Clean kitchen countertops   | \$25.00<br>\$10.00            |
| D. Clean stove to include top, sides, front, drip pans,<br>beneath drip pans, burners, racks (top and bottom),<br>kick panel, and oven    | i. Clean inside oven completely<br>ii. Clean stove-top, sides front<br>iii. Clean drip pans | \$45.00<br>\$35.00<br>\$25.00 |
| 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:<br>furniture, bicycles etc. must be removed<br>entirely from premises prior to inspection. | i. Carry out trash<br>ii. Remove large items  | \$10.00/bag<br>\$45.00/item   |
| J. Pest Treatment of apartment (if applicable)  | i. Defleaing/Bed Bug  | Actual cost                   |
| K. Missing Fire Extinguisher  | K. Missing Fire Extinguisher  | \$20.00                       |

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

Resident (Jointly and Severally):

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_

Lessor: FOREST PARK APARTMENTS, LLC

\_\_\_\_\_ DATE \_\_\_\_\_  
Its Authorized Agent