



912 North Linden Street, P.O. Box 670
Bloomington, Illinois 61701
www.apartment-mart.com
Tel: (309) 827-8576 Fax: (309) 827-8578

MOVE OUT CHECK LIST

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 9:00 am and 4:00 pm Monday through Friday.
2. **Clean the Apartment.** If we need to remove any belongings or trash you will be charged. Some things most likely to be charged for if not cleaned well: refrigerator, stove, oven, cupboards, light fixtures, windowsills, bathroom fixtures, sinks, mini blinds and all burnt out light bulbs with the correct wattage must be replaced or 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:	\$ 80.00
Carpet cleaning for 2-bedroom apartment:	\$145.00
Carpet cleaning for 3-bedroom apartment/townhouse:	\$235.00

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. **NOTE: Apartment Mart will always receive the FINAL WATER BILL. We will deduct the final bill from your security deposit. Therefore, it is not necessary for you to pay your FINAL WATER BILL.**
 - * **If you set up online billing with the Bloomington Water Department a hard copy of the final bill will not be sent to Apartment Mart. If you signed up for online billing with the Bloomington Water Department the final water will be emailed to you. Once you receive the final water bill please fax or email a copy of the final water bill to Apartment Mart so that we can make the payment.**
 - * **If you have gas with Nicor you must call Nicor Gas and notify them that you are moving out. Nicor will not permit Apartment Mart to transfer service into or out of a tenant's name when moving in or out of an apartment.**
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, the pole it is attached to and the cables to 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.** 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. **You will be charged if you fail to return the keys and garage door opener.**
7. **Don't forget to provide us with your new address.** Your security deposit refund will be mailed to you within four to six weeks.
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.
9. **Do not remove items that were provided with the apartment.** Please make sure all light bulbs are the correct wattage and work properly. Also, 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