

SIGNATURE MANAGEMENT

Move-Out Information

It has been a pleasure having you as a resident at Carisbrooke. With your lease ending, we would like to bring a few items to your attention prior to your move.

Your lease requires that you leave the unit in a clean and undamaged condition. Attached is the cleaning fee checklist and damage fee schedule. We have every intention of returning your security deposit in full as long as you have fulfilled your agreement and your apartment is returned in the same condition as when you moved in excluding any normal wear and tear.

Cleaning Tips

- Remove all food, debris, and other personal belongings
- Clean (and defrost if necessary) refrigerator
- Wipe down cabinets inside and out
- Clean Stovetop, range rings, and inside of oven thoroughly
- Wipe down exterior and interior of all appliances
- Replace any burned out light bulbs
- Clean all vinyl floors and carpeting (there is a \$35 per room charge for carpets that are not shampooed)
- Wipe down light switch covers / wall heater(s) / fireplace (if applicable)
- Wipe down blinds
- Wipe down washer/dryer and clean lint trap and clean floor beside washer/dryer
- Clean ceiling fan(s) and dust off light fixtures
- Thoroughly clean bathroom area(s)

Report any damage in writing

Utilities

Contact utilities to have electric, water, phone, and cable turned off in your name.

Ameren IP	800.755.5000
Illinois American Water Company	217.352.1420
Comcast (Cable)	866.594.1234
AT & T	800.244.4444

Mail

Don't forget to fill out a change of address form with the Post Office. Also, remove your name from the mail box.

Move-out Procedures

Step 1: After you have cleaned and vacated your apartment **please contact me** so that I may inspect the premises. Any damages or expense of cleaning will be charged against your security deposit. You will be notified of any charges. Champaign Apartments, LLC will mail out security deposits 30 days following move out.

Step 2: Send us your forwarding address so that we may mail you your deposit (less cleaning and repair beyond normal wear and tear).

Step 3: Turn in your keys to the leasing office.

We appreciate your cooperation with showing your property for re-rental and keeping it in presentable condition. Good luck in your new home!

Sincerely,
Signature Management