



GLENBROOK APARTMENTS
 4627 N. KNOXVILLE AVE.
 PEORIA, IL 61614
 PHONE: 309-682-3222
 www.glenbrookapts.com

**MOVE-OUT
 INSTRUCTIONS AND
 STANDARD CHARGES**

INSPECTIONS

Appointments for inspection are made by notifying the Glenbrook 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 Glenbrook Office at scheduled inspection time.

KEYS/POOL TAGS

Keys/Pool tags are to be returned to the Glenbrook 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
- \$50.00/each Common Hallway Key
- \$75.00 Change Locks – No Apartment Keys returned
- \$ 5.00/each Pool Tag

All keys/pool tags are to be turned into the Glenbrook Office, do not leave keys in the vacated apartment.

SECURITY DEPOSIT

After lawful deductions have been made, the balance of all security deposits and an 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 and Gas – Ameren IL (309) 672-5252 (asks for 24 hr. notice)
- Post Office - (309) 671-8800
- Cable – Xfinity/Comcast 1-888-736-6689

CLEANING

The following lists of 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 cost of materials.

Required Cleaning:	Charges:
A. Floors: washed, vacuumed and/or shampooed	
	A. Vacuum floors \$10.00/room
	Shampoo carpet \$85.00/apartment

B.	Wash bathroom walls, grouting, fixtures and medicine cabinet.	B.	Wash bathroom walls	\$20.00
			Clean grouting, Tile, Shower Surround	\$20.00
			Clean Bathtub	\$20.00
			Clean fixtures, medicine cabinet	
			Vanity	\$10.00/each
C.	Wash kitchen cabinets inside and out. Remove all shelf paper, Wash Countertops	C.	Wash kitchen cabinets	\$25.00
			Clean kitchen countertops	\$10.00
D.	Clean stove to include top, sides, front, drip pans, beneath drip pans, burners, racks (top and bottom), kick panel and oven.	D.	Clean inside oven completely	\$45.00
			Clean stove~top, sides, front	\$35.00
			Clean drip pans	\$25.00
E.	Defrost and wipe out interior and exterior of refrigerator.	E.	Clean refrigerator complete	\$45.00
F.	Clean kitchen sink and all fixtures.	F.	Clean kitchen sink and fixtures	\$10.00
G.	All walls and baseboards are to be clean. \$25.00/room	G.	Wash down all walls and baseboards	
H.	Wash closet walls, shelf, racks, and baseboards.	H.	Clean closet complete	\$10.00/each
I.	Wash windows and blinds .	I.	Wash windows & blinds	\$10.00/each
J.	Remove all trash. Any large items such as: furniture, bicycles, etc. must be removed entirely from premises prior to inspection.	J.	Carry out trash	\$10.00/bag
			Remove large items	\$50.00/item
K.	REMOVAL OF TV'S	K..	Disposal of TV	\$50 per TV
L.	Pest Treatment of apartment (if applicable)	L.	Defleaing/Bed Bug	Actual cost
M.	Missing Fire Extinguisher	M.	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: Glenbrook Apartments

Its Authorized Agent

DATE