



**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

Keys are to be returned to the Glenbrook Office after the inspection or given to the inspector. If keys 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

All keys 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.

<u>Required Cleaning:</u>		<u>Minimum Charges:</u>
A Floors: washed, vacuumed and/or shampooed	A Vacuum floors Shampoo carpet	\$ 10.00/room \$ 85.00/ Apartment
B Wash bathroom walls, grouting, fixtures and medicine cabinet.	B Wash bathroom walls Clean grouting, Tile, Shower Surround Clean Bathtub Clean fixtures, medicine cabinet Vanity	\$ 20.00 \$ 20.00 \$ 20.00 \$10.00each
C Wash kitchen cabinets inside and out. Remove all shelf paper, Wash Countertops	C Wash kitchen cabinets Clean kitchen countertops	\$ 25.00 \$ 10.00
D Clean stove to include top, sides, front, drip pans, drip pans, burners, racks (top and bottom), kick panel and oven	D Clean inside oven completely Clean stove~ top, sides, front Clean drip pans	\$ 45.00 \$ 35.00 \$25.00
E Defrost and wipe out interior and exterior of refrigerator	E Clean refrigerator completely	\$ 45.00
F Clean kitchen sink and all fixtures	F Clean kitchen sink and all fixtures	\$ 10.00
G All walls and baseboards are to be clean	G Wash down all walls and baseboards	\$ 25.00/room
H Wash closet walls, shelf, racks, and baseboards	H Clean closet completely	\$ 10.00 each
I Wash windows and blinds/sheers	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 Remove large items	\$ 10.00/bag \$ 50.00/item
K REMOVAL OF TV'S	Disposal of TV	\$50.00/TV
L Pest Control (if applicable)	L Defleaing/Bed bug	Actual Cost
L Deodorizing Carpet	L Deodorizing	\$ 75.00
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):

\_\_\_\_\_  
«applicant\_name\_full»

\_\_\_\_\_  
Date

Lessor: Glenbrook Apartments

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

\_\_\_\_\_  
Date