

### Move-out Check List

This check list is designed to help residents move-out and return their apartment to Seminary Properties and Management, Ltd. in a way that will result in maximum return of security deposit. In your moving process, if you miss any of these items, fees may be deducted from any security deposit amount to be returned. Please also remember that these, and other items, are also discussed in your Lease Rider.

- Are you completely moved-out by noon on the last day of the last month of your lease?
  - Leases do not end on the 1<sup>st</sup>, or at midnight on the last day of the month.
  - Are all items completely out of the apartment by noon on the last day of the last month of your lease?
- Are you moving out all items through the rear entrance of the building?
- Are all items removed from the unit?
  - Closets
  - Cabinets
  - Hutch, if applicable
  - Window dressings (i.e. blinds, if not provided by management, drapes, curtains, etc.)
  - Fridge/Freezer
  - Storage closet, if applicable
  - All common areas of the building
  - Unit completely empty
- Are all keys returned?
  - Upon moving in, one building and one apartment key was provided for each resident. In addition, one mail key was provided. Other keys provided to residents, where applicable (i.e. gate keys, basement keys, utility keys, etc.) also need to be returned.
- Are all light bulbs working?
  - Including lights inside the oven and fridge/freezer
- Are all smoke/carbon monoxide detectors present and working?
- Are any holes in the walls filled?
  - If any holes were put in decorative wood trim, the deposit will be deducted even if the hole is filled.
- Have you cleaned the apartment?
  - Wiped down every cabinet, both inside and outside.
  - Cleaned the inside of the fridge/freezer, oven, stove, broiler and dishwasher.
  - Cleaned the bathroom(s): tub, toilet, sink, tile and both the inside & outside of the cabinets.
  - Swept, mopped and/or vacuumed the floor.
  - Wiping down ceiling fans and blinds, if provided by management, to remove dust build up
  - Cleaned the fireplace, if applicable
- Have you made sure all outlet cover plates, cable cover plates, and phone jack cover plates are secured into their original place?
  - Replace any cracked or chipped cover plates
- Have you changed the furnace filter just prior to moving out?
- No walls in your apartment should be painted any color but the original white. If you have painted any walls, have you returned any painted area of your apartment back to its original VF-11 white? (available at most True Value hardware stores)
  - Have you painted it with enough coats that none of the altered paint shows through?
- Have you had your mail forwarded to your new address through the Post Office?
- Have you terminated your utility accounts at this address?
- Have you provided Seminary Properties and Management, Ltd. with your forwarding address?

If, during inspection, Seminary Properties and Management, Ltd. finds damage to the structure or fixtures in the apartment or building, you will be charged for these damages. Seminary Properties and Management, Ltd. takes pictures of all damages that can result in a deduction from your security deposit. Copies of those pictures, along with an itemized list of any deductions, are provided with the return of your security deposit. Please note, by City of Chicago Ordinance, management has 45 days to return your security deposit. Seminary Properties and Management, Ltd., however, strives to make sure all security deposits are returned within 20-30 days of the end of the lease, and will mail it to the forwarding address provided to our office.

For more information regarding potential deductions, please see the Move-Out section on our website:

[www.seminaryproperties.com](http://www.seminaryproperties.com)