



Office: (217) 344-3008
Fax: (217)344-3057

www.baileyapartments.com

911 W. Springfield Ave.
Urbana, IL 61801

Move-out Instructions

Thank you for choosing Bailey Apartments for your college housing needs. We appreciate you and hope that if we can be of further assistance in the future you will contact us.

Here are the move-out instructions. If you have any questions regarding these instructions please give us a call at 344-3008 or email us at leasing@BaileyApartments.com.

Each apartment occupant will only be emailed a copy of these instructions. Please share with your roommates who might not have an email address. There will be a copy of each of these documents on our website. www.BaileyApartments.com

Check your lease for your move out date. You must be vacated and keys turned in by 12 o'clock noon on this day.

NO EXCEPTIONS!!!! **FRIDAY AUGUST 5TH, 2017 12 noon**

Your apartment **MUST** be clean and all keys returned to the office before inspection. Please schedule a walk-through with someone from Bailey Apartment staff, or simply put your keys in a self-addressed envelope and put thru the mail slot at the office, bring it during regular office hours. The walk-through must be scheduled in advance. Once a walk-through has been done you will not be allowed to go back in to clean. There will be no walk-through appointments scheduled on the last day of your lease. We simply do not have the staff and we are too busy on this day. Please call the office if you want to schedule a walk-through appointment.

If your apartment is not clean according to the standards listed on Schedule A, you will be charged accordingly, see checkout sheet charges. Please use the checkout sheet as a guide for cleaning so things are not overlooked. We are fairly picky about the cleanliness of our apartments. We expect you to leave the apartment in the cleanest possible condition. We are providing you with a sample check out sheet. If we have to send cleaners into your apartment, you will be charged, no exceptions. Regardless of how you perceived the condition of your apartment when you moved in, you have been living in your apartment for at least a year and any cleaning charges will be your responsibility. If you have any questions regarding the check out sheet you need to come to the office before the end of your lease to discuss them.

Power and Water: In accordance with Schedule A of your lease, if we have to do any cleaning in your apartment and you have terminated your power and water you will be charged for reconnecting those services. **PLEASE LEAVE THEM ON UNTIL AUG 16.** We only use power and water when we are cleaning, painting and shampooing and doing maintenance. We do not allow cleaners to turn a/c on, the only reason we turn a/c on is to sometimes help dry carpet. Thank you for your cooperation.

Keys: If all keys are not turned in, you will be charged for re-keying the locks for the apartment and/or mailbox. If you do not turn all the keys in and we change the locks and then you turn in the missing key you will still be charged. Keep in mind whether or not you ever borrowed an extra key. (\$75 + the cost of keys)

Forwarding Address: Where will you be in September to receive your deposit? If we do not have a forwarding address it takes longer for you to receive your deposit. Your security deposit will be mailed out within 30 days of the end of your lease.

Thanks for renting with Bailey Apartments! Good luck to you in the future.

Bailey Apartments