



## STUDENT MOVE-OUT 2016

**My Move Out Appointment:** \_\_\_\_\_

**My Apartment:** \_\_\_\_\_

***Please leave this packet where ALL your roommates can see it***

Welcome to Student Move Out 2016! We certainly hope that you and your roommates have enjoyed living at your First Site Apartment and remember us in the future if you ever have housing needs in the Bloomington-Normal Area! Now that you have scheduled your move out appointment, this will serve to be an excellent guide to make your move-out as smooth as possible. Per your lease...

*“B. The following types of damages will, in addition to others, be chargeable to LESSEE upon LESSEE vacating the leased premises:*

- 1. Extra cost of painting, carpet cleaning or replacement, or any other deodorizing process necessitated by the presence of persistent, lingering odor resulting from smoking materials, use of candles and incense, urine, alcohol, odorous cooking or otherwise.*
- 2. Extra cost of cleaning apartment to ensure that apartment is in occupancy ready condition.*
- 3. Damage to furniture and TV (if applicable).”*

We will walk through all of the forms that we use in the move-out process in detail to make sure that all residents are well informed in the move-out process. These forms will include details on cleaning, painting, carpet cleaning and basic maintenance. All of the exact forms that we use are attached at the conclusion of this packet and can also be found on our website to view at any time on [Firstsiteapartments.com](http://Firstsiteapartments.com) under the online forms section.

We also invite you to our **Student Move-Out Q&A sessions** from 6:00 PM-7:30 PM Monday April 11<sup>th</sup> Wednesday, April 13<sup>th</sup> and Friday April 15<sup>th</sup> where we will lead an open forum to help you through any move-out related questions that you may have. This will be led by one of our Licensed Leasing Consultants.

# Maintenance Forms

Anything in the apartment that is in need of repair, is going to be listed on one of our two maintenance forms. We divide these repairs into one of two categories, **Charge Tenant** or **Charge Owner**.

**Charge Owner Maintenance:** Things listed here are items that need fixed that may result over tenancy which may be out of the control of the resident and come along with a unit's basic wear and tear, the owner of the building will pay for these items. Here we need to remember that these charge owner maintenance issues are basic upkeep of the apartment and not caused by tenants. These items include but are not limited to:

- Burned out lightbulbs
- Leaky faucets
- Running toilets
- Drip pans that are warped
- Wall plates that are loose/cracked
- Worn toilet seats
- Burned out fridge and stove lights
- Loose trim/cabinets
- Tightening bedframes/furniture
- Loose/sticking door knobs
- Baseboards needing re-attached
- Caulk that has cracked over time
- Smoke alarm batteries

**Charge Tenant Maintenance:** Charge tenant maintenance items are things that were beyond basic wear and tear during the tenancy and damaged by residents during their lease. Some examples of charge tenant items include but are not limited to:

- Broken/missing handles
- Removing non-First Site door handles
- Removing personal items left behind
- Broken/missing wooden bed slats
- Clogged sinks/drains
- Broken/missing cabinets
- Broken fixtures
- Broken/missing blinds
  - Blinds measure ½" shorter than store size. Example:  
If you use a tape measure and your blind width is 38 ½", you will buy a 39" blind at store.
  - Blind Color: Alabaster
- Kicked in doors/frames
- Broken/missing trim
- Broken/missing screens
- Broken/missing towel bars
- Holes punched in wall
- Broken/Missing appliances\*
- Broken/Missing furniture\*
- Burned/Stained flooring

**Note:** Labor cost of \$49.95 per hour plus the cost of materials will apply.

\*Broken/Missing Appliances or Furniture will be replaced whole as a unit and not individually by section.



**On-Campus Apartment Inspection (Maintenance Only)  
Charge Tenant**

Inspector(s): \_\_\_\_\_ Property: \_\_\_\_\_ Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Front Door/Entry \_\_\_\_\_

Living Room \_\_\_\_\_

Kitchen \_\_\_\_\_

Hallway \_\_\_\_\_

Bedroom 1 \_\_\_\_\_

Bedroom 2 \_\_\_\_\_

Bedroom 3 \_\_\_\_\_

Bedroom 4 \_\_\_\_\_

Bathroom 1 \_\_\_\_\_

Bathroom 2 \_\_\_\_\_

Bathroom 3 \_\_\_\_\_

Bathroom 4 \_\_\_\_\_

Bathroom 5 \_\_\_\_\_

Misc. \_\_\_\_\_

I (Resident) agree with the description above. Prices for replacements/repairs may vary.

Resident Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE**



On-Campus Apartment Inspection (Maintenance Only)  
Charge Owner

Inspector(s): \_\_\_\_\_ Property: \_\_\_\_\_ Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

Front Door/Entry \_\_\_\_\_

Living Room \_\_\_\_\_

Kitchen \_\_\_\_\_

Hallway \_\_\_\_\_

Bedroom 1 \_\_\_\_\_

Bedroom 2 \_\_\_\_\_

Bedroom 3 \_\_\_\_\_

Bedroom 4 \_\_\_\_\_

Bathroom 1 \_\_\_\_\_

Bathroom 2 \_\_\_\_\_

Bathroom 3 \_\_\_\_\_

Bathroom 4 \_\_\_\_\_

Bathroom 5 \_\_\_\_\_

Misc. \_\_\_\_\_

SAMPLE



# On-Campus Apartment Inspection (Replacements)

Inspector(s): \_\_\_\_\_

Property: \_\_\_\_\_

Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

CT = Charge Tenant CO= Charge Owner

Appliances:	Replace	Type	CT	CO	Why
Refrigerator	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dishwasher	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stove	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Range Hood	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Microwave	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Washer/Dryer	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Notes: \_\_\_\_\_

Flooring	Replace	Type	CT	CO	Why
Living Room	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kitchen	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Dining Room	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hallway	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom #1	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom #2	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom #3	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bedroom #4	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathroom #1	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathroom #2	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathroom #3	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathroom #4	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bathroom #5	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Laundry Room	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Notes: \_\_\_\_\_

Furniture	Replace	Room(s)	CT	CO	Why
LR Couch	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LR Chair	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LR Loveseat	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
LR Coffee/End Tables	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
TVs	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
Barstools	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Desk	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Dresser	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Chair	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Mattress	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Boxspring	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
BR Bedframe	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Additional Notes: \_\_\_\_\_

Misc.	Replace	Type	CT	CO	Why
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

I (Resident) agree with the description above. Prices for repairs may vary.

Resident Signature : \_\_\_\_\_

Date: \_\_\_\_\_

Inspector Signature : \_\_\_\_\_

Date: \_\_\_\_\_

SAMPLE

## Painting Forms

Any scuffs, marks or stains which were on the walls when you moved in were noted and signed off on by the residents at the time of move in. If new scuffs, stains, or marks are present at the time of move out, the following charges will apply...

### Painting Costs

**\$25.00 per wall, ceiling\*,  
door, closet**

- Most of our properties are painted with the color First Site White (gloss), which may be purchased only at Sherwin Williams in Normal. Since it is a gloss finish, it is cleanable by simply using cleaning agents such as a magic eraser, however, if it does not come clean feel free to purchase paint. **Paint color is "First Site White" at most locations except for Uptown North, 1010 Lofts, Accent Walls at various locations. See attached paint list on last page for details.**
- \*Ceiling: \$25 per ceiling in each room.
- Extra charges may apply if multiple coats of paint are needed.
- If any area of the wall needs to be painted, the entire wall will be painted for consistency, no matter the size of the area, mark, stain, patch, etc.
  - Example 1: Living room wall is found with a scuff of any size, the entire wall will be painted for \$25.
  - Example 2: Nail hole/screw hole in bedroom wall which we have to patch and paint will result in entire wall being painted for \$25 (plus additional charges for maintenance).
  - Example 3: If resident burned candles in bedroom and all walls and ceiling have discoloring/shadows, then all walls and ceiling will be painted at price of \$25/per wall and \$25 for ceiling totaling \$125.00.



## On-Campus Apartment Inspection (Paint)

Inspector(s): \_\_\_\_\_ Property: \_\_\_\_\_ Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

CT = Charge Tenant CO= Charge Owner

ITEM		PAINT NEEDED	C/O	C/T	ITEM		PAINT NEEDED	C/O	C/T
<b>ENTRY DOOR</b>						<b>BEDROOM 4</b>			
- OUTSIDE	OK				- WALL A	OK			
- INSIDE	OK				- WALL B	OK			
<b>KITCHEN</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- DOOR	OK				<b>BATHROOM 1</b>				
- CEILING	OK				- WALL A	OK			
- CLOSET	OK				- WALL B	OK			
<b>LIVING ROOM</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- DOOR	OK				<b>BATHROOM 2</b>				
- CEILING	OK				- WALL A	OK			
- CLOSET	OK				- WALL B	OK			
<b>HALLWAY</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- CEILING	OK				<b>BATHROOM 3</b>				
- DOORS	OK				- WALL A	OK			
- CLOSETS	OK				- WALL B	OK			
<b>BEDROOM 1</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- DOOR	OK				<b>BATHROOM 4</b>				
- CEILING	OK				- WALL A	OK			
- CLOSET	OK				- WALL B	OK			
<b>BEDROOM 2</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- DOOR	OK				<b>BATHROOM 5</b>				
- CEILING	OK				- WALL A	OK			
- CLOSET	OK				- WALL B	OK			
<b>BEDROOM 3</b>						- WALL C	OK		
- WALL A	OK				- WALL D	OK			
- WALL B	OK				- DOOR	OK			
- WALL C	OK				- CEILING	OK			
- WALL D	OK				- CLOSET	OK			
- DOOR	OK								
- CEILING	OK								
- CLOSET	OK								

\*To determine which wall is "A", "B", "C", or "D", stand in the doorway the wall on your left is "A". Continue clockwise the next wall is "B" then "C" and the furthest right (or one with the door) is "D". If any area of the wall needs to be painted, the full wall will be painted for consistency, no matter the size of the area. Painting is priced at \$25 per wall.

I (Resident) agree with the description above. Prices for repairs may vary.

Resident Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Signature : \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE

## Cleaning Forms

Cleaning is the most commonly missed area for our apartments. The most commonly missed items are unclean oven/stoves and shower/bathtubs. Should appliances and bathrooms need cleaning a **heavy** cleaning charge will be assessed due to the time it takes to restore these areas back to move-in ready condition.

Cleaning Costs		
<b>Light</b> <b>\$25.00</b>	<b>Medium</b> \$125.00 (3-5 Bedroom) \$100.00 (1-2 Bedroom)	<b>Heavy</b> \$200.00 (3-5 Bedroom) \$170.00 (1-2 Bedroom)

- **\$25.00 Light:** Very little cleaning needed dusting only of 1-2 Items (Example: Kitchen Countertop and Coffee Table have light dust, but all other items in apartment are clean). Anything over 2 items goes to next level of cleaning.
- **Medium Cleaning Cost:** More than a dusting needed. Moderately dirty. No appliances or bathrooms need cleaned. (Example: Floors, countertops, sinks, cabinets need to be wiped down, but all appliances and showers/tubs are clean).
- **Heavy Cleaning Cost:** Apartment very dirty, deep clean needed, appliances and bathrooms need cleaned. (Example: Any shower/tub or appliance that requires any cleaning at all becomes an automatic heavy clean). *Extra charges may apply for excessively dirty apartments.*





# On-Campus Apartment Inspection (Apt. Cleaning)

Inspector(s): \_\_\_\_\_ Property: \_\_\_\_\_ Apt: \_\_\_\_\_

Move Out Date: \_\_\_\_\_

\*If box is checked then the required cleaning was NOT performed.

\*\*Failure to clean Oven/Stove & Shower/Tub will result in a Heavy Clean charged to the Tenant

### Entry Ways:

- Clean front & back of all doors (Must be scuff free)
- Clean & mop floors

### Living Room:

- Clean all ceiling fans & light fixtures
- Clean all light switches and outlet covers
- Vacuum and wipe down all furniture
- Wipe down all windows (Glass, Sills, Frames)
- Wipe down all baseboards
- Shampoo carpet
- Clean & mop floor
- Wipe down television w/ electronic safe cleaner

### Kitchen:

- \*\*Clean inside/outside/sides of Stove
- \*\*Clean top & underneath Stove Top
- Pull-out stove & clean floor under stove
- Clean top and underneath range hood/microwave
- Clean broiler
- Clean all ceiling fans & light fixtures
- Clean inside & outside of refrigerator
- Clean inside & outside of microwave
- Clean inside and outside of all cabinets
- Clean inside and outside of dishwasher
- Clean and wipe down all countertops
- Clean all light switches & outlet covers
- Clean & mop floor
- Clean out pantry
- Clean bar stools/table & chairs

### Bedroom 1:

- Clean all ceiling fans & light fixtures
- Clean & wipe down inside and outside of desk/dresser
- Clean & wipe down all baseboards
- Clean all windows (Glass, Sills, Frames)
- Clean closet and all shelving
- Shampoo carpet

### Bedroom 2:

- Clean all ceiling fans & light fixtures
- Clean & wipe down inside and outside of desk/dresser
- Clean & wipe down all baseboards
- Clean all windows (Glass, Sills, Frames)
- Clean closet and all shelving
- Shampoo carpet

### Bedroom 3:

- Clean all ceiling fans & light fixtures
- Clean & wipe down inside and outside of desk/dresser
- Clean & wipe down all baseboards
- Clean all windows (Glass, Sills, Frames)
- Clean closet and all shelving
- Shampoo carpet

### Bedroom 4:

- Clean all ceiling fans & light fixtures
- Clean & wipe down inside and outside of desk/dresser
- Clean & wipe down all baseboards
- Clean all windows (Glass, Sills, Frames)
- Clean closet and all shelving
- Shampoo carpet

### Laundry Room:

- Clean inside & outside of Washer
- Clean inside & outside of Dryer
- Clean lint trap in Dryer
- Clean behind all appliances
- Be sure NOT to remove or disconnect any cords**
- Clean all ceiling fans & light fixtures
- Clean all shelving
- Clean baseboards
- Clean all light switches & outlet covers
- Clean & mop floor

### Bathroom 1:

- \*\*Clean inside & outside of Shower/Tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside & outside of vanity drawers/cabinets
- Clean countertop and faucet
- Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

### Bathroom 2:

- \*\*Clean inside & outside of Shower/Tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside & outside of vanity drawers/cabinets
- Clean countertop and faucet
- Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

### Bathroom 3:

- \*\*Clean inside & outside of Shower/Tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside & outside of vanity drawers/cabinets
- Clean countertop and faucet
- Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

### Bathroom 4:

- \*\*Clean inside & outside of Shower/Tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside & outside of vanity drawers/cabinets
- Clean countertop and faucet
- Clean all chrome (Towel bars, faucets, toilet paper holders, etc.)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

### Bathroom 5:

- \*\*Clean inside & outside of Shower/Tub
- Clean exhaust vent
- Clean toilet, toilet seat, toilet snaps, and around toilet
- Clean inside & outside of vanity drawers/cabinets
- Clean countertop and faucet
- Shine all chrome (Towel bars, faucets, toilet paper holders, etc.)
- Clean all mirrors
- Clean baseboards
- Clean all light switches and outlet covers
- Clean and mop floors

### Apartment Walls:

- Clean/wipe down all walls throughout apartment. Should be free of scuffs, dust, spider webs, etc.

# SAMPLE

### Apartment Cleaning

- No Cleaning Needed  
\* Apartment is move-in ready.
- Light Clean CT CO  
\*Very little cleaning needed. Dusting only. 1-2 items
- Medium Clean CT CO  
\*More than a dusting needed. Moderately dirty. No appliances or bathrooms need cleaned.
- Heavy Clean CT CO  
\* Apartment very dirty. Deep clean needed. Appliances and bathrooms need cleaned.

### Carpet Shampooing Needed

- No Carpet Shampoo Needed  
\* Residents have shampooed the carpet and apartment is ready for immediate move in.
- Carpet Shampoo Needed CT CO  
\* Carpeting does not appear to have been cleaned/shampooed. Apartment is not ready for immediate occupancy.

### Strip & Seal (Wax) VCT Flooring

- No Strip & Seal Needed  
\* Residents have kept the VCT flooring clean and free of large scuffs, stains, etc.
- Strip & Seal (Wax) Needed CT CO  
\* VCT flooring has large scuffs, stains, etc. and needs to be waxed.

CT = Charge Tenant CO= Charge Owner

I (Resident) agree with the description above. Prices for replacements/repairs may vary.

Resident Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Signature : \_\_\_\_\_ Date: \_\_\_\_\_

## Carpet Cleaning/Flooring

Some residents simply opt for us to professionally clean their carpets after their move-out inspection and bill their joint security deposit due to the fact that rented carpet cleaning machines can be unreliable. Should your carpet not appear to be professionally cleaned as it was when you were issued keys you may be charged for carpet cleaning as follows...

Carpet Cleaning		
138 Beaufort 1010 Lofts The Oaks Uptown North West Wing Market Street Houses <b>\$65.00</b>	1-2 Bedroom <b>\$70.00</b>	3-5 Bedroom <b>\$90.00</b>

**Note:**

- Heavy stains, candle wax, gum, odor etc. will incur extra removal/treatment fees.
- If a living room couch or chair need deodorized/cleaned an additional \$35 fee will apply.
- If tile flooring needs waxed from excessive scuffs, marks stains etc. a \$115 fee will apply.

## Key Return Envelopes

Failure to return all keys may result in a re-key charge and listed on the charge tenant maintenance form. Here is what to do with each...

- **Apartment Keys:** Place all of them in the key envelope provided
- **Bedroom Keys:** Leave these in the corresponding bedroom doors that they open
- **Key Fobs:** Place all of them in the key envelope provided
- **Security Door Keys:** Place all of them in the key envelop provided
- **Mailbox Keys:** Place all of them in the key envelope provided
- **Garage Passes:** These need to be returned to Heartland parking in Uptown Normal

## Comcast Equipment

Any Comcast equipment such as cable boxes, cords, modems or remotes must be returned to the Comcast office located at 1202 W. Division in Normal. Residents have registered the equipment in their name, therefore failure to return all equipment to the Comcast office will result in the tenant being billed directly by Comcast. **Please visit the Comcast office should you have questions regarding this.**

## Helpful TIPS for preparing your apartment (Commonly missed things)

1. You must pull out stove and remember to clean sides, broiler drawer, under range panel and floor under stove. Glass top stoves do not open/prop up.



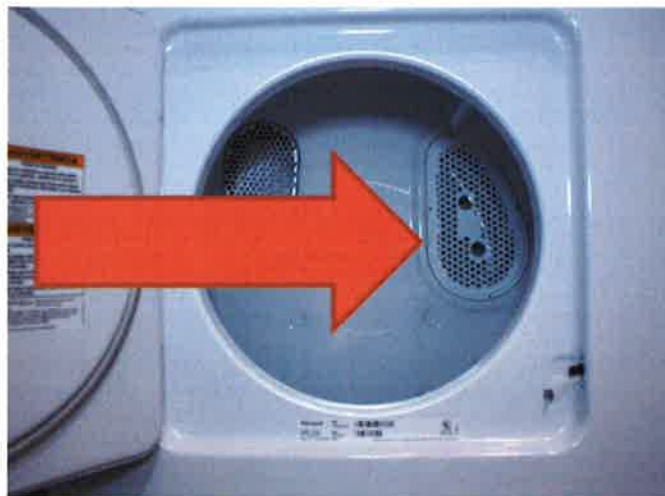
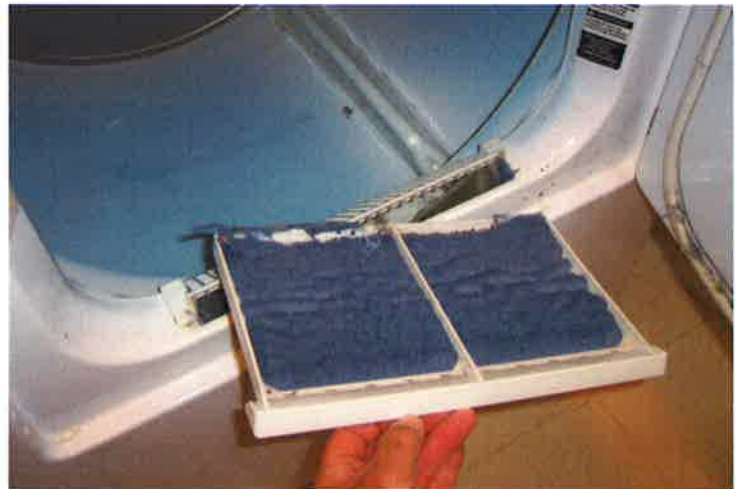
2. Clean microwave thoroughly including grease that might build up underneath throughout the year.



**3. Clean shower doors thoroughly including tracks**



**4. Clean top, inside and sides Washer/Dryer. Don't forget to clean/wash lint trap.**





5. Clean all cabinets inside and out... especially outside of cabinet doors.



6. Clean ceiling fans thoroughly, especially blades.



7. Mini blinds which are broken or stained can be replaced by visiting your local hardware store. All blinds in apartment must match color and style. You can save money by replacing blinds on your own to avoid labor charges.



8. Painting may be very costly therefore it is important to clean or paint any blemish on wall which was made during your stay. Paint color is "First Site White" at most locations expect for Uptown North, 1010 Lofts, Accent Walls at various locations. You can also try a magic eraser to see if the stain, scuff etc. can be removed without painting.



## First Site Paint List

All paint is gloss finish and can be purchased *only* at Sherwin Williams in Normal.

- 1001,1001 ½ University-** First Site White
- 101 Phoenix-** First Site White; Accent Wall- Virtual Taupe
- 1010 Main-** Tony Taupe & Chesapeake Red Bay
- 103, 206, & 404 Locust-** First Site White; Accent Wall Virtual Taupe
- 104 & 116 Cherry-** First Site White; Accent Wall- Virtual Taupe
- 1111, 1113, & 1115 Market–** First Site White
- 114, 205, 207 Willow-** First Site White; Accent Wall –Virtual Taupe
- 138 Beaufort-** First Site White
- 308 Taylor-** First Site White
- 501 & 504 Fell-** First Site White; Accent Wall Virtual taupe
- 502 College-** First Site White
- 602 Hillview-** First Site White
- 602 Linden-** First Site White; Accent Wall– Virtual Taupe
- 605 & 609 Hester-** First Site White; Accent Wall-Virtual Taupe
- 606 Dry Grove-** First Site White
- 610 Osage-** First Site White
- 703-705 University-** First Site White; Accent Wall- Virtual Taupe
- 707, 709, & 711 Dale-** First Site White
- 709 Cullom-** First Site White
- 801 Kingsley-** First Site White; Accent Wall– Virtual Taupe
- Sugarcreek-** First Site White; Accent Wall- Virtual Taupe
- The Oaks-** First Site White; Accent Wall- Virtual Taupe
- Uptown-** Sedate Gray; Accent Walls- Marquis Orange or Tali Pot Palm (Green)
- West Wings-** First Site White