



MOVE – OUT INFORMATION

We are sorry to hear you are moving!

To confirm your move and prevent charges against your security deposit, please sign and complete the "Move-Out Notice" (below) and return it to us by mail or fax it to 847-631-0768. At least 30 days prior written notice of your move is required.

If there is anything about the apartment or our service that caused your move ... or if there is a mistake and you do not plan to move... please let us know so we can make the necessary adjustments right away!

If your building is equipped with elevators be sure to contact the Management office about a week before your move to arrange freight elevator service. The freight elevator will be reserved for you for the date and time you request if the freight elevator has not been previously reserved. If you do not reserve the freight elevator (or if your move is delayed beyond your reservation time) you may not have access to the freight elevator.

To receive your security deposit refund email Info@HillcoRealty.com or call 847-831-1045 a week before moving to schedule a move-out inspection. You should be present at the move-out and sign and write your forwarding address on the "Move Out Worksheet" the inspector will have. We need that information to mail your Security Deposit Refund.

At the inspection your apartment must be completely empty and cleaned: carpets shampooed, floor & vinyl floors waxed, wall & floor tile grout bleached, fans and blinds washed, appliances cleaned & defrosted and keys, garage door openers & parking decals returned. There is a \$75 charge for reinspections. Most Hillco tenants receive their entire security deposit back about 2 weeks after the lease expiration date.

You CANNOT apply your security deposit as last months rent as attempting to do so, will result in substantial penalties, collection costs and a negative indication on your credit history. Between now and your move we will be showing your apartment to prospective tenants. Showings will limited to 9 am to 5:30 pm. So please keep your apartment tidy so we can both leave the best possible impression.

We hope you enjoyed your tenancy and wish you the best of luck in the future!

With Very Best Regards,



Lawrence Hillman
President
Hillco Properties, Inc.

MOVE-OUT NOTICE
(Sign only IF you are Moving)

The undersigned Tenant hereby agrees to vacate the Premises on

I am moving because _____

(Tenant Signature)

(Apt #)

(Date Signed)

STANDARDIZED CHARGES

The following charges apply ONLY if the apartment is not properly returned to Landlord at the move out inspection. Most Hillco tenants receive their entire security deposit back about 2 weeks after the lease expiration date. Tenant will be responsible for actual cleaning or repair costs if receipts are provided indicating costs are higher than the standardized costs. This list is not all-inclusive and there may be charges for items not on this list.

CLEANING:

Oven Cleaning	\$ 50	Shower/Tub	\$ 25	Blinds	\$ 25
Stove Top	25	Carpet Cleaning	150	Toilet	10
Refrigerator	40	Sinks & Tops	10	Wallpaper	30/Hr
Dishwasher	25	Cabinets	25	Painting	30/Hr
Microwave	10	Bath floors & Tile	50	Grout Bleaching	100
Cabinets & Tops	25	Trash Removal	100	Floor Wax	50

REPAIRS & REPLACEMENTS:

Window Glass	\$ 75	Mirrors	\$ 75	AC Units	\$ 300
Patio Door Glass	200	Fire Extingr	50	Window Screen	50
Refrigerator Racks	50	Light Bulb	10	Door Screen	100
Mailbox Keys	50	Countertops	250	Microwave	200
Door Key	50	Interior Doors	100	Smoke Det	50
Garage Openers	80	Entrance Doors	300	Parking Decal	150

OTHER:

Unauthorized Pet	\$300	Reinspection	\$75
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ELEVATOR USE FOR MOVING

If your building is equipped with an elevator, the following information is provided regarding the use of the building elevators.

About a week or two before your move be sure to email or call the management office at Info@HillcoRealty.Com or 847-831-1045 to arrange freight elevator service. The freight elevator will be reserved for you for the date and time you request if the freight elevator has not already been reserved. If you do not reserve the freight elevator (or if your move is delayed beyond your reservation time) you may not have access to the freight elevator.

Do NOT ... under any circumstance ... use the passenger elevator for moving. Doing so would seriously inconvenience other building residents and may damage the passenger elevator (which is not designed to handle freight loads). If you use the passenger elevator for boxes or furniture expect to be charged \$500 for the inconvenience plus the cost of any damages.