

**Bertsch Properties**  
**4554 N. Maplewood Chicago, IL 60625**  
**773.267.1115 Office/773.267.0050 Fax**

**MOVE-OUT INSTRUCTIONS**

1. **MOVE-OUT DATE.** Upon receipt of this notice, please call Ned at (773) 552-6038 with your specific move-out date so that we may coordinate the move-in for the new tenant. The apartment must be vacated and cleaned by no later than 11:00 AM the last day of your lease term.
2. **REAR MOVE-OUT.** All moving must be through the **REAR STAIRWAY**. An automatic \$150.00 claim plus damage will be filed if you move anything out of the front hall.
3. **KEYS.** Upon vacating the apartment, please notify the neighborhood office. Leave your **FRONT** apartment door **UNLOCKED**. Leave all keys, including mailbox key, on top of the refrigerator with your forwarding address for the return of your security deposit. There will be a \$50.00 claim filed to replace any key.
4. **GARBAGE.** Although no walkthrough is necessary, please be sure to clean your apartment to avoid a \$175.00 cleaning charge claim will be filed. Do not forget to clean the stove (especially under the burners), oven, broiler, refrigerator (defrost if necessary), corners of rooms, window sills and ledges, mopboards, ceiling fans, etc. Do not leave any furniture or debris in the apartment. A \$50 fee will be assessed for each large piece of furniture remaining. Do not leave any garbage/furniture outside the dumpster. If the dumpster is overflowing and without space for your garbage, please call the neighborhood office. Please avoid garbage removal charges, as the garbage company charges extra for any garbage not in the container.
5. **PAINTING.** Please be sure to paint your apartment back to its original color if you painted using different colors during your occupancy. Contact Ned at 773.552.6038 in order to coordinate a paint delivery. You will be charged \$375.00 if you do not paint it back to the standard color.

Thank you for your cooperation and best of luck in your new location.

**FORWARDING ADDRESS:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_