

Bertsch Properties, LLC

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MOVE-OUT INSTRUCTIONS

1. **MOVE-OUT DATE.** The apartment must be vacated and cleaned by no later than 11:00AM the last day of your lease term. Please notify Robert at 773.807.2970, if you vacate sooner.
2. **REAR MOVE-OUT.** All moving must be through the **REAR STAIRWAY**. An automatic \$150 damage charge will be applied to your account if you move anything out of the front hall.
3. **KEYS.** Upon vacating the apartment, please notify Robert. Leave your **FRONT** apartment door **UNLOCKED**. Leave all keys, including your mailbox key, on top of the refrigerator. There will be a \$50 charge to replace any key.
4. **GARBAGE.** Although no walkthrough is necessary, please be sure to clean your apartment to avoid a \$175 cleaning charge. Do not forget to clean the stove (especially under the burners), oven, broiler, refrigerator (defrost if necessary), corners of rooms, windowsills and ledges, mopboards, ceiling fans, and related items. Do not leave any garbage or furniture outside the dumpster. If the dumpster is overflowing and without space for your garbage, please call Robert. Please avoid a \$150 garbage removal fee if you leave old furniture in the apartment or outside the dumpster.
5. **PAINTING.** If you painted your apartment using different colors, please paint your apartment back to its original color. Contact Robert in order to coordinate a paint delivery. You will be charged \$375 if your apartment is not in its original color.

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