



HAPPY DWELLINGS

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Happy Dwellings **MOVE OUT INFORMATION**

So, you are moving out at the expiration of your current lease....Following are some helpful hints in your future transition:

You are expected to leave your apartment in **good & clean condition**.

To avoid deductions from your security deposit please make sure that you:

1. Clean the ceiling fans (if present).
2. Wipe and clean all window sills and baseboards.
3. Clean the bathroom toilet, vanity, tub and floor.
4. Use mildew remover, which is readily available at the grocery store, in order to remove any black mold or mildew. (X-14 with bleach is a popular brand).
5. Remove all garbage from the premises including the common areas.
6. Clean all of the appliances including stove top, oven, broiler, microwave, inside of freezer and refrigerator.
7. Do not leave the keys inside the apartment. Return all keys, including hallway keys and the garage door opener back to HAPPY DWELLINGS, INC. Please identify the keys if you are mailing them to us. Use a bubble-packed envelope when mailing your keys. Please do not indicate that keys are inside on the outside of the envelope.

Any damage done to the hallways or stairwells will result in a deduction from your security deposit. PLEASE be careful! Take your time moving.

You should **not** be in the apartment after midnight on the expiration date of your lease. If you or your guests, other occupants, stay even one extra day past the expiration date of your lease, you could be held responsible for the entire month's worth of rent. If you need a couple of extra days, please call us to make

arrangements.

If you know in advance when you will be vacating (if vacating early), you should let us know. We'll be able to process your Security Deposit faster.

In the City of Chicago:

Landlords have 45 days to return to return a Tenant's Security Deposit.

Happy Dwellings, Inc. cannot mail Security Deposits on time if Happy Dwellings, Inc. does not have your forwarding address. Please make sure that you have informed Happy Dwellings, Inc. of your new address, including zip code. Additionally, please provide Happy Dwellings, Inc. with your future contact telephone numbers, including daytime and evening phones. This will enable us to readily contact you should we have any questions concerning your Security Deposit, condition of the apartment or relevant matters.

PLEASE REFER TO THE ESTIMATED DAMAGE CHARGE SHEET ATTACHED TO YOUR LEASE FOR ESTIMATED COSTS TO CLEAN AND REPAIR DAMAGES.

We wish you well and hope that you think of us next time you need a Happy place to live. We offer referral dollars, so be sure to pass on our contact information to your friends who may also be looking for a place to rent. Contact us for details!