

Congratulations



Class of 2009!!

NOW THAT YOU'VE **GRADUATED**, ARE YOU



MOVING?

1. Arrange a joint inspection with the owner or manager; call two weeks before you move out. Clean thoroughly and remove all your stuff. **If the landlord appears for the appointment, be sure to have him/her sign and date YOUR COPY of the inventory form** (see #2 below).



2. Do a complete written inventory of the condition of the rental unit BEFORE the walkthrough with the landlord Be very detailed and specific for each room. Have two copies and keep one after having the landlord sign it. Forms are available at the Tenant Union or on their website. Sign and date your inventory in front of a notary.



3. Get a camera/video camera and a witness, 18 or older, NOT a roommate or family member. Take lots of pictures that show how clean you left the apartment. Walk through your apartment with your witness and have him/her take notice of its condition, especially the **condition of the oven, refrigerator, kitchen area, bathroom, and the walls and carpet.** (Advantage: video camera includes narration.)



4. Return ALL keys to the apartment, mailbox, laundry room, etc. Return them in person and get a receipt to avoid being charged for lock changes. Have one person in your group be responsible for returning all keys.



5. If you sublet your apartment for the summer, return at the end of the sublease period to follow these procedures with your subtenant. If s/he wrecks the place, it could cost you.

6. If you have doubts or questions about your deposit being returned, come to Student Legal Service now and set up an appointment to meet with an attorney. You have **two weeks of eligibility** to use Student Legal Service after you graduate. Then, if you do have problems with your deposit refund later, you can call and talk to the attorney you consulted with.



STUDENT LEGAL SERVICE
324 Illini Union (North)
8:30am-Noon & 1:00-4:30pm, M-F

www.odos.uiuc.edu/sls

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