



MOVING?



10 Steps to Protect Your Security/Damage Deposit



STEP 1. Call the owner or manager two weeks before you move out to arrange a joint inspection of the apartment. Clean thoroughly and have everything gone before your appointment time.



STEP 2. Before the appointment, prepare a complete written inventory of the condition of the rental unit. Be very detailed and specific for each room. Have two copies of the inventory, and keep one after having the landlord sign it. Forms are available at the Tenant Union.



STEP 3. Get a camera/video camera and a witness. A witness should be 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. (*Advantage: video camera includes narration.*)



STEP 4. If the landlord appears for the appointment, be sure to have him/her sign and date YOUR COPY of the inventory form. Be sure to use a witness and the video camera.



STEP 5. Take your pictures before you give back the keys. Also, make sure your pictures and your witness check the condition of the oven, refrigerator, kitchen area, and bathroom. Show that the walls and carpet are clean and undamaged. You and your witness should both sign and date your inventory in front of a notary.



STEP 6. 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.



STEP 7. Be sure that you 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.



STEP 8. When your deposit is returned, come to Student Legal Service if you have any questions or complaints about the amount deducted. If you have a problem DO NOT cash the check before talking to an attorney.



STEP 9. DO NOT TAKE A SORF REFUND! If you want to use Student Legal Service to pursue settlement of a problem, our office cannot help you if you have refunded the SORF fee.



STEP 10. Step into some money. Use your money to treat yourself to a reward for completing another year of school!

STUDENT LEGAL SERVICE

324 Illini Union (North)

Office Open: M-F, 8:30-Noon, 1-4:30, M-F

www.odos.uiuc.edu/sls

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