

WICKER PARK APARTMENTS

**This document details the tenant move-out process and is meant to help make it smooth for all involved.
*Please read it carefully.***

Most of our leases begin at 2pm on the 1st of the month and end at Noon on the 1st.

Not ending leases on the last day of the month solves the problem of tenants having to rent a hotel room the night before the 1st.

The 2-hour window on the 1st is enough time for us to prepare apartments for new tenants *assuming everyone follows the rules.*

Move Out Date- Please let us know the exact date that you will be moving out as soon as you can.

You have until Noon on the day of your lease expiration to be fully moved out with your apartment clean as the new tenants may be moving in immediately after you vacate. If you plan on being out earlier than that, it would be great for us to know that in advance so we can do any necessary painting or repairs etc. before the new tenants move in. Moving out early will make it less likely that we will have to charge you for repairs or touchups since we will have more time to complete any work.

PLEASE do NOT have your utilities turned off before you lease end date, even if you move early.

Key Return- It is very important to remember to drop off all keys, including not just the unit keys but the mailbox and common area keys and any copies that you have made, to our office at 1517 W. Haddon or in the dropbox to the right of the main door at 1515 W. Haddon Ave. (1515 W. Haddon is one block south of Division and 1/2 block east of Ashland).

"Make SURE you put them IN AN ENVELOPE WITH BOTH YOUR OLD ADDRESS AND YOUR FORWARDING ADDRESS.

There are often multiple sets of keys in the mailbox at the end of the month and it is imperative that you label your keys so we know which apartment they are for and also that we have your forwarding address so we know where to send your Security Deposit! FYI: Per City of Chicago Ordinance, the landlord has 45 days to return your Security Deposit, with interest, less any deductions. We do, however, normally send it out sooner.

Showings- We like to show and rent apartments as far in advance as possible. We will try to make this process as painless as we can for you by giving you advance notice of showings. We generally will try to set up a group showing with plenty of notice. We also do sometimes need to show the apartment with short notice. Accommodating these short notice showings often means fewer overall showings and helps us get the apartment rented faster so we do appreciate your cooperation. If you have any special requests that you want us to try to adhere to such as turning heat or A/C up or down after showings or if you have pets that need to be monitored, etc. please let us know.

We do ask that during the showing period that you try to keep the apartment clean and organized so that it shows well and allows us to quickly re-rent thus saving us both a lot of trouble.

Cleaning- Prior to move-in your apartment should have been cleaned. It is required that you leave it thoroughly clean upon move-out. Please let us know if you will do a thorough cleaning yourself or if you prefer to have us schedule our cleaning people and bill you. (While the cost for this can vary, generally it's about \$145 for a one bedroom, \$160 for a two bedroom and \$175 for a three bedroom). If you need us to clean, then it may be necessary for you to be fully moved out the day before your lease expires or at least earlier than Noon on the 1st so that we have time to clean before the new tenant moves in. Keep in mind that if new tenants move in and they are not happy with the cleanliness of the apartment then we will take photos and send our crew to clean and bill you so please make sure to do a good job or hire our crew if you don't want to worry about it.

Mail Service- It is very important to file a change of address with the post office and make sure any companies that you do business with (Amazon, UPS, Food Delivery Services, etc.) have your NEW ADDRESS, well before you move out. Because of the number of apartments that we have and the inconvenience to new tenants, we are unable to coordinate mail or package pickup if you forget to change your address. In most cases, mail or packages are marked "return to sender" by the carrier. Your Postal address change can be filed online [HERE](#), or in some cases, your address may not be recognized in which case you'll have to go to a local post office to file the paper form in person.