

## CAMPUS COLONIAL LLC - LEASE AGREEMENT 2023 - 2024

CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL 62903-745 --- PHONE: 618-559-5245  
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### CHECK-OUT INSPECTION RUBRIC

Thank you for choosing to live with Campus Colonial and to maximize your security deposit return. This rubric gives you clear instructions of the necessary cleaning to be completed and a chart listing **Cleaning Costs That Are Agreed Will Be Charged If Landlord Has to Finish Tenants Job** from your kitchen and baths to your living room and bedrooms to your floors and walls.

#### KITCHEN APPLIANCES AND W/D all require:

\_\_\_ TOP, SIDES, INSIDES (AND UNDERNEATH TO WIPE UP THE SPILLS and FIND STUFF):

Clean tops / all surfaces, sides and door fronts and drawer.

Make sure all burners, inside, broiler and the emptied storage drawer are cleaned.

Lift up your stovetop. Clean spills and grease monthly.

\_\_\_ SELF\_CLEANING OVEN: Activate the self-clean mode. Run fan. After cool down, wipe clean.

\_\_\_ If your burner plates are in terrible shape, save cleaning time by buying replacements at Lowes.

#### REFRIGERATOR

\_\_\_ Remove All food items. *Food that goes bad can RUIN a closed fridge if power is shut off.*

\_\_\_ Turn off, prop open the doors.

\_\_\_ Pull out the fridge (it's on rollers) to clean floor under and walls behind. *Watch out for icemaker hose.*

\_\_\_ Remove shelves, tubs and bottom grill and wash in warm sudsy water.

\_\_\_ Scrub and wipe dry inside of refrigerator and freezer and outside, top, bottom, sides and handle.

\_\_\_ After cleaning, **close the doors and leave the empty fridge plugged in and turned on low.**

*If you do turn off your fridge power, then and only then leave doors open, always propping them to stay open (an egg carton in each door works). Otherwise the fridge will burn out trying to cool your kitchen!*

#### WASHER AND DRYER / DISHWASHER

\_\_\_ Clean top, inside and out DW and all sides, front and back. Clean filter, knobs, spouts, switches.

\_\_\_ Clear dishwasher drain -we use citric acid or one cup baking soda and run HOTcycle.

\_\_\_ Pull washer and dryer away from wall to remove items, clean inside, outside, all knobs and sweep and scrub below. Careful of hoses! Clear dryer of all lint. Wipe down all knobs.

\_\_\_ Fill washing machine and add 2 cups white vinegar. Let sit 1 hour, then run full cycle and wipe clean.

#### KITCHEN AND BATHROOM CABINETS, COUNTERS AND BACKSPLASH/ DISPOSAL

\_\_\_ Remove all food, utensils and other personal items from every cabinet, drawer, pantry, closet, etc

\_\_\_ Clear and wipe all cabinet and counter surfaces, in and out, top and bottom.

\_\_\_ Try vinegar, dish soap and ice cubes down disposal. Run it to clean it and "sayonara, fruit flies!"

#### BATHROOMS

##### TUB/SHOWERS:

Remove shower curtains, bath mats. Do not dispose of the shower rod. We have provided this item and it will be reused. Use bathroom cleaner to remove stains and make tub or walls sparkle. Magic erasers also help and are effective on fiberglass tub and shower units. *Do not use an abrasive scrubbing device on any fiberglass surface.*

##### VANITY, SINK, MIRROR, AND TOILET:

Empty vanities and medicine cabinets. Wipe all surfaces..

Scrub sin, faucet, and clean toilet inside and out and lid and fasteners.

\_\_\_ FLOOR: Sweep carefully and scrub away all debris, stains, hair, makeup. Mop and dry

\_\_\_ BE CAREFUL: *Bleach products can help remove mold or dark stains. However, you can create a very toxic cloud if you happen to mix bleach products with ammonia-based products.*

**GENERAL TASKS** Clear and clean all rooms, closets, shelves and wipe down.

Remove and clean a/c and heat grill covers of cobwebs. Wash with soapy water and dry.

Wipe clean all walls to prep repair of holes in walls with plaster and touch up paint. .

\_\_\_ **EVERY WINDOW AND WINDOW SILL** Wash in and out first floor windows, inside only second floor. Shut them and LOCK them. Do keep windows locked and blinds drawn when not home and away.

\_\_\_ **ALL DOORS, TRIM AND BASEBOARDS** must be dusted and wiped down. Careful moving furniture, as door nicks and gouges require repainting. **Personal BR LOCK? Put ours back on!**

\_\_\_ **ALL WALLS and CEILINGS** --- **Do NOT repair or spackle or repaint holes. Call maintenance instead!**

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Be mindful of any spills. We once had traces of a waffle on a ceiling and that required a prime and paint job! Magic erasers are pretty impressive as are Large sponges and a soapy cleaner.

\_\_\_ **ALL CEILING FAN and LIGHT FIXTURES** must be clean, top and bottom. Replaced Burned out bulbs. Your lease agreement requires you to replace any burned out bulbs with the SAME type of bulb. If it is difficult to remove, please do not force. We are replacing bulbs gradually with long life bulbs. LIGHT FIXTURE COVERS and SWITCHES can be washed or in the top shelf of the dishwasher.

\_\_\_ **EVERY MINI BLIND** should be cleaned with a feather duster or a very soft brush. If excessively dirty, you may want to consider replacing them at Lowes or Home Depot.

\_\_\_ Your lease agreement requires you to replace any burned out bulbs with the SAME type of bulb. If it is difficult to remove, please do not force. We are replacing bulbs gradually with long life bulbs.

\_\_\_ **SMOKE/CO DETECTORS** must be in place and have a working battery installed. (CO detectors are not required for all electric houses unless there is a garage).

\_\_\_ **LIGHT FIXTURE COVERS and SWITCHES** can be washed or in the top shelf of the dishwasher.

### \_\_\_ FLOORS:

Tile floors should be mopped, then dried. Please use the appropriate cleaner.

Wood and Wood Laminate floors do well with Method Wood Floor Polish.

All floors must be towel dried immediately after washing. If wood or laminate floors are not dried immediately, they will warp. We prefer to mop a 5' x5' area, and then dry it with old towels.

\_\_\_ **PORCH, DECK, PATIO, GARAGE OR UTILITY and YARD** must be cleared.. *Nothing must be left*

Sweep or vacuum, wash entry wall to remove dirt and stains. Mop if necessary.

Wipe cobwebs and dirt on water heater and furnace closets. Sweep and clean floors.

Clear yard of all debris as well. Put garbage in dumpster or on street for pickup.

### \_\_\_ DUMPSTERS and Left-Behind Treasures

Dumpsters are **NOT to be used for disposal of furniture or large items**. It is a violation of city housing code to place furniture on sidewalks. Sorry! Good Samaritan Food and Clothing Pantry and the Thrift Shop will take used furniture and clothing and most anything! Call Goodwill or post it on Buy Nothing carbondale to dispose of unwanted furniture.

**ELECTRICITY and GAS:** *Leave A/C @75 until the afternoon of Move-Out Day, Please!*

Cancel services by calling Ameren at 800.755.5000 or on their Web site, [www.ameren.com](http://www.ameren.com).

\_\_\_ **WATER/SEWER/TRASH:** Shut water off! Take all Trash with you.

Call City of Carbondale at 618-457-3265 for a final meter reading effective the day after your move-out.

\_\_\_ **CABLE and INTERNET:** These are yours to discontinue when you choose. Return your box for refund!

**KEYS (and Garage Openers, if applicable)**

ALL KEYS MUST BE left on counter **BY NOON ON THE DAY YOU LEAVE.**

*And this is a BIG one: Personal Locks must be replaced with the one you took off when you moved in.*

OR You could be charged \$90 - LOCK CHANGE FEES are expensive!

Missing garage remotes also incur a \$50 replacement cost.

### **SECURITY DEPOSIT REFUND**

Nothing pleases us more than refunding deposits in full. It takes both our effort and yours to process deposits on a timely basis. If your home is left in the same "move-in ready" condition that you found it when you arrived (and after repairs if you moved in early) as stipulated in the CC and E-CUBED Move In-And-Out Property Inspection Checklist and all lease conditions are met, we have up to 30 days after the last person moves out to return your security deposit. We shoot for 15 to 20 days. Here is the trick to remember:

Early move-out + careful cleaning + all rent paid = first refunds calculated and sent.

**AND REMEMBER to text us your preferred address for your final accounting refund!**

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### Cleaning Costs That Are Agreed Will Be Charged If Landlord Has to Finish Tenants Job

You & your mates are encouraged to thoroughly clean your home regularly to make it easier to clean at move-out and thereby maximize your security deposit return: imagine NO cleaning or repair charges! Pay close attention to the underlined items below! For example, normal wear and tear cleaning is charged out at \$32 per hour and fortunately, some tasks only take a few minutes to complete. However, painting and carpentry damage repairs take much longer and are charged out at \$40 - \$60/hour. Therefore, what follows is only an approximation of costs *for a tad messy house* with average costs required to get it clean.

#### Oven, Stovetop, Microwave, Hood

Clean knobs and switches on each appliance	8.00
<u>Move stove and Clean</u> entire top, sides, insides, <u>and below</u>	20.00
Clean <u>inside ovens, broiler, burner racks and pans</u> (or replace)	25.00
Move and lift stove top and scrub blackened areas	12.00
Clean <u>micro-hood</u> inside and out, fan and lights	20.00

#### Refrigerator

Empty. <u>Clean</u> inside, outside, top, <u>floor below</u> , sides, turn on!	14.00
Remove shelves, tubs, wash in soapy water	20.00
Defrost and wash out <u>freezer</u> (non-abrasive cleaner)	10.00
Clean handle, rubber seals and bottom grill	6.00

#### Cabinets and Pantry Areas

Remove all food, utensils, pots and pans from every cranny	10.00 (each item)
Clean <u>cabinets, shelves, drawers, doors, tops, below</u>	30.00
Clean handles. Wipe all dry.	10.00

#### Sink, Counter, Disposal, Dishwasher, Washer, Dryer

Clean <u>kitchen sink and sanitize Garbage disposal unit</u>	10.00
Clean <u>countertops, magic eraser backsplash walls</u>	10.00
Clean knobs, filter top, sides, in, out, <u>below washer/dryer</u>	10.00 (each item)

#### Tub/showers, Vanity, Sink, Mirror, Toilet, Floor

Clean <u>sink, tub, shower walls, faucets</u> , and towel racks	30.00
Remove all personal items from drawers and cabinets	10.00
Clean mirror, cabinet, drawers, shelves, inside and out	10.00
Clean <u>inside and outside of toilet</u> , lid, fasteners	20.00
Clean shelves in linen/ laundry closet	10.00

#### GENERAL CLEANING IN ALL ROOMS

Remove items and garbage from <u>every room, entry and yard</u>	10.00 (each item)
<u>Remove heavy items</u> (garbage service charges for large items)	50.00 (each item)
<u>Empty</u> . Clean out closets and all shelving units in each room	10.00
Remove all cobwebs in house, closets, garage, basement)	10.00
Clean <u>every light fixture</u> and ceiling fan	10.00
Replace all burned out incandescent bulbs	3.00 (per bulb)
Clean <u>windows inside, out</u> (first floor only), <u>trim/ledges</u>	25.00 minimum
Replace personally keyed door locks with that provided	25.00
Clean all doors, knobs, door tops, handles and trim	10.00
Clean unit, replace batteries in <u>smoke/CO detectors</u>	5.00 (each)
<u>Dry erase scuffs, remove marks, scrub walls, baseboards</u>	15.00 (room)
<u>Do NOT Repair holes</u> in walls or touch up w/paint ( <u>our job</u> )	30.00/hour (hooks for pictures are OK)
Clean all light switches and electrical outlet plates	5.00
Clean every <u>air conditioner/heat grill covers</u> or vent	10.00 (each room)
Clean all blinds and/or <u>replace damaged blinds</u>	40.00
Sweep, steam/ <u>mop all rooms</u> with approved cleaner	40.00
<u>Towel dry ALL</u> cleaned tile, LVT or wood floors	25.00 (each room)
Sweep, clean, remove any spills, mop <u>utility, HVAC, basement, garage, deck/porch, storage</u>	25.00
Scrub any spills, wash down <u>entry door and walls</u>	25.00
<b>KEYS not left OR Lost Garage Remotes</b>	<b>90.00 (Re-Key / Replace Fee)</b>