

Welcome to Bankier Apartments

I hope that you will have a rewarding year at the University of Illinois and that your stay with us will be pleasant. If you have any problems during the year, call our office at 217-328-3770. If you have an emergency after hours, call the office and follow the prompts to speak to our after hours emergency service. Here is some important information to remember:

Rent Payments

Rent is due on the 15th of each month. Rent slips will be provided in your move in packets, and are also available in the office. You must write your name and address on the rent slip, and payments can be dropped off at the Busey Bank located on 6th and Green; or you can mail it to the Bankier Office.

Parking

- 55 E. Healey and 608 S. State Street, there is one parking spot included with your apartment (check with the office for your spot number.
- 911 Locust Street, there is a lot behind the building that is "First Come, First Serve". You are not guaranteed a spot.
- 303 W. Green Street, all leased parking is located under the building which requires a key to enter. There is a visitor lot available for overnight guests, however, you must call and register their vehicle with the office. After hours, you must call the office and then follow the prompts to speak with an operator. Any vehicles not registered will be towed.
- All other buildings have leased parking, so make sure you are not parking in someone's spot or you will be towed.

General

- **Lock Outs** - After hours, there will be a \$35.00 charge for lockouts. During office hours, you may stop in the office for a loaner key. If the key is not returned within 24 hours, there will be a \$25.00 charge. After 72 hours, if you still have not returned the key, your locks will be changed and your account will be charged.
- **Bikes** - All bikes should be locked up on the designated bike racks. Do not lock bikes to hand rails, fences, or any other area that blocks doors or hallways; this is a fire hazard. Bikes will be removed without notice if they are blocking walkways.
- **No Pets** - You may not keep pets in your apartment. That includes pet sitting for a short period of time. Pets are prohibited as stated in your lease.
- **Security Doors** - Do not prop open security doors. This damages the doors.
- **Noise** - Remember to be courteous to your neighbors when listening to music or watching TV. If you like to listen to either/or at high decibels, please use earphones.
- **Furnace Closet** - Do not store anything in the furnace closet. This is a severe fire hazard. Also, do not block your cool air return. This will prevent your furnace and AC from performing correctly.
- **Balconies** - Do not throw anything off of the balconies. This is very dangerous and it is illegal. Grilling is prohibited on balconies as well.
- **Dumpsters** - Dumpsters are provided outside of each building. Do not leave your garbage in the hallways or on your balconies. There will be a \$10.00 per bag fee assessed to your account if we have to throw away your garbage.

I believe that each person should be fully informed of these rules so that he/she will know what is expected. While I feel these rules are reasonable and not too restrictive, I would be willing to discuss any aspect of them that you feel uncomfortable with.

Thank-you for your cooperation,
Miriam Booth, G.M.

Move In Information

It is very important to read through and understand the following information thoroughly. It may save you time, money, and aggravation in the future.

1. You have 3 days (beginning when the 1st set of keys are handed out) to fill out and return your apartment condition report completed. If you have roommates that will be moving in late, you may fill out the condition report on their behalf. However, the condition report should be signed by all room mates.
 - a. Be as specific as possible when filling out the condition report. If you list a stain or burn on your carpet, you must identify exactly where it is located, as well as the size and number of stains or burns. We inspected the apartment when the previous tenant moved out, so we are already aware of major damages, but you still must list them on your condition report so that you are not charged for it the following year.
2. When decorating your apartment:
 - a. You may use thumb tacks or nails. **DO NOT** use sticky tape, gum, or anchors (this will cause additional wall repair that you will be charged for). If you live in a building with plaster walls it can be very expensive to fix.
 - b. Do not tape down your cable cords, or any wires, to your carpet (it will leave a residue that will damage the carpet).
 - c. Any mirrors or shelves hung must be removed prior to move out.
 - d. Any wallpaper or borders must be removed before you move out. This includes the adhesive left on the walls.
3. Bikes must be locked up on the designated bike racks only. **DO NOT** lock your bike to the hand rails or the fences of your building. This is against the fire codes. Violators will have their lock cut (at your expense), and bikes removed without notice.
4. We do not remove furniture, so if there is something that you do not want, you will have to find a place to store it in your apartment. **DO NOT** store any of your furniture, nor closet doors, on your balconies. They could become damaged and you will be charged for those damages.
5. Remember to call and have the utilities set up in your name if you have not done so already.

Read Carefully

Attached you will find your apartment condition report. Please take a few minutes to fill it out before you start moving in. This is a very important document and must be **returned to the office within 72 hours** from the time you pick up your keys. Please have all the roommates look it over and sign it before you turn it in.

Here are some helpful hints when filling out the condition report:

- Be very specific
- When inspecting bedrooms, label each by location (i.e. 1st bedroom on the right).
- If listing a hole in the wall or door, describe the size of the hole (i.e. nail, molly, punch), the number of holes as well as the location of the hole (i.e. punch hole to the right of the front door).
- If listing carpet damaged, describe damage (i.e. burn or stain) as well as the location of the damage and number (i.e. 2 cigarette burns next to the sofa).
- Light fixture damage- Specify if the globe is broken or if the light bulb is burnt out.
- Cabinets-note if there is damage to the cabinets such as missing or broken doors.
- Explain in detail if the furniture is damaged (i.e. Dresser top has water rings) or (i.e. Track is broken on dresser drawer) or (i.e. Sofa back broken).

We will write any work orders needed for your apartment from the condition report you turn in. Maintenance will then be in to make any necessary repairs. This should be done within the next 30 days. If a repair requires immediate attention, please contact the office.

We strive to have your apartment clean when you arrive. However, if something has been overlooked, please contact our office within 24 hours.

Thank You,
Bankier Apartments
(217) 328-3770



Paying Rent

The rent is due on the 15th of each month. You will need to fill out a rent payment slip with your name and address on it. These are provided for you in your welcome packet. Checks or money orders should be made payable to Bankier Apartments.

1. All rent payments must be made at the Busey Bank located on the corner of 6th and Green Street in Champaign.
2. The only rent payments that can be accepted in the Bankier Office are hold checks. This is a check that you would leave at the office to be held until the 15th of the month while you are away on break (Winter or Spring Break). Also, if your parents are planning on paying the rent by mail, please provide them with a rent payment slip and the address to the Bankier Office (listed below).
3. Make sure that when paying your rent you include an extra \$9.00 per person/per month for the sanitary fee. Also, include an additional \$9.00 per person/ per month for water if you live at the following addresses:
106 S. Coler, 303 W. Green (1E, 1W, 2E, 2W, & #5 Only), 406 E. Green St.,
403 E. Green St., 624 S. Fifth St., 713 S. Sixth St., 805 S. Fourth (Efficiency only),
1106 W. Stoughton, and 1109 W. Stoughton Apt. 15 in Urbana.
4. If you have leased a parking spot, you can either pay for it monthly with your rent or pay for it in full when you move in.
5. There is a 5 day grace period. A \$35.00 late fee will be assessed if the rent is paid after the 20th of the month. If the 20th lands on a day that the bank is closed, you will need to pay ahead of time.
6. Any Checks not honored at the bank (NSF) will be assessed an additional fee of \$25.00 which will be billed to your account.
7. If you have any questions regarding your rent balance you can feel free to call the office 217-328-3770 to speak with an accountant.

Busey Bank
614 S. 6th Street
Champaign, IL 61820

Bankier Apartments
406 E. Green Street
Champaign, IL 61820



Parking

If you are renting a parking spot, it is important you read the following information:

1. You must have a copy of your parking lease in your vehicle at all times or you will not be able to tow anyone from your parking spot.
2. Your parking sticker must be displayed in the upper left-hand side of your rear window.
3. Make sure you are parking not only in the correct **spot**, but also in the correct **lot**. Some of our lots are adjacent to one another.
4. If someone is parked in your spot, it is your responsibility to call Reynolds Towing Services to have them towed. We cannot do it for you because you hold the lease. **DO NOT PARK IN ANOTHER SPOT IF SOMEONE IS IN YOURS OR YOU WILL BE THE ONE TO GET TOWED.** (In this case, being the nice guy will cost you.)
5. If you are making your monthly payment for parking, you may pay in conjunction with your rent, sanitation, and/or utilities (if they are in our name).
6. If you park at 805 S. Fourth Street, you must keep the garage doors closed during the winter. The water pipes run through the garages and can freeze if the doors are left open.
7. Make sure the office has your current vehicle information, up to and including your cell phone number. We must have a way to contact you in case of an emergency.
8. Building parking information:
 - 55 E. Healey and 608 S. State Street, there is one parking spot included with your apartment. Your parking spot is the same as your apartment number.
 - 911 Locust Street, there is a lot behind the building that is “First Come, First Serve”. You are not guaranteed a spot.
 - 303 W. Green Street, all leased parking is located under the building which requires a key to enter into the parking garage. There is a visitor lot available for overnight guests, however, you must call and register your guests vehicle with the office. After hours, you must call the office and then follow the prompts to speak with an operator. Any vehicles not registered will be towed.
 - All other buildings have leased parking, so make sure you are not parking in someone’s spot or you will be towed at your expense.

*** To have someone towed, call Reynolds Towing Services at 217-352-5111. Remember, we are not responsible if you are towed for parking in the wrong spot. It is your responsibility to make sure that you understand where your parking spot is located. Maps are available in the office.**



Apartment Maintenance

Report maintenance requests for your apartment by calling the office at **217-328-3770**. Call as early in the day as possible to insure work orders are taken care of in a timely manner.

*** If you have an emergency after office hours, call the office number and follow the prompts for an afterhour's service operator. Do not e-mail emergency work orders!**

***If you have a leak in your apartment from the roof, or if there is a plumbing issue, please notify the office immediately.**

Common Maintenance

1. **DO NOT** flush foreign objects such as (ex: paper towel, grease, food, or feminine hygiene products) down the toilet. It's highly suggested you purchase a toilet plunger to have on hand. If we have to pull your toilet for a clog due to foreign objects, there will be a \$50.00 charge.
2. **DO NOT** use anything but automatic dishwashing soap in the dishwasher. Regular dish soap will cause your dishwasher to over flow.
3. **DO NOT** allow bottle caps, broken glass, or any other foreign objects to enter your garbage disposal. **CHARGES WILL BE ASSESSED FOR REPAIRS IF FOREIGN OBJECTS ARE FOUND IN THE GARBAGE DISPOSAL.**
4. **DO NOT** pour grease down the drains.
5. **You are responsible to change all of your own light bulbs.**
6. Make sure you close your shower curtain or shower doors completely when showering to avoid flooding the floor.
7. If you have a washer/dryer, make sure you **clean out the lint trap** in the dryer after each use. **Do not** overload the washer or dryer.

****Prices subject to change without notice****



Lock Outs

1. If you get locked out of your apartment, and it is during office hours, stop by the office and we can supply you with a loaner key (if available). The key must be returned within 24 hours or you will be charged a \$25.00 fee. After 72 hours, if the key still has not been returned, you may be charged for a lock change.
2. If you get locked out of your apartment, and it is after office hours, you will need to call the answering service at **217-328-3770**. Press “0” for the operator. Once the operator answers, you will need to tell them where you live, and they will page a maintenance man. Please be patient; most of our maintenance men live out of town. You should expect a minimum of a 30 minute wait depending on the time of day that you call. **There will be a \$35.00 fee payable to the maintenance man at the time of the service call, otherwise, your account will be billed.**
3. If you lose your keys, you will need to call Locksmith Services at **217-359-5168** for a lock change. Depending on the size of the apartment, it will cost a minimum of \$75.00. This is a security issue, so there will be **no exceptions** to this rule.
4. If you drop your keys down the elevator shaft, call the office. Although our staff cannot retrieve your keys for you, we can contact the elevator company to schedule a service call. It usually takes a couple of days to schedule the appointment. They charge \$150.00, or more, if there are complications, and you will have to pay them directly for their services.

****Prices subject to change without notice****



Garbage

For your convenience, dumpsters have been provided outside of each building for your garbage. Please do not leave your garbage in the hallways of the building. This is a fire code violation; it attracts bugs, and is extremely unsightly.

If you leave your garbage in the hallway, you will be given one warning. Each violation thereafter will result in a \$10.00 per bag charge for each offence.

We take great pride in our properties and want all of our residents to have a clean, comfortable environment in which to live. Most buildings are cleaned 5-7 days per week. With everyone's help, together we can keep them looking nice.

Subletting

By Appointment Only

If you plan on subletting your apartment, please read thru the following information.

1. All sublet contracts need to be executed thru the Bankier Office. The sublease contract is an agreement between the original resident referred to as the sublessor, and the new resident referred to as the sublessee.
2. It is your responsibility to find your own sublessee(s). You may also add your name on the sublet list in the Bankier Office (your information will be given out to prospective residents seeking sublets). We also suggest you place an ad on Craigslist.com and post flyers. Remember, as the original tenant you are ultimately responsible for the lease obligation should your sublessee(s) fail to pay or damage the apartment. Choose responsible individuals as your sublessee(s).
3. Any outstanding balance must be paid in full before a sublease agreement can be signed. There is a \$75.00 fee due at the sublet signing.
4. Regardless of whether there is one person or the whole apartment being sublet, all of the original tenants on the lease must agree and sign the sublease.
5. The sublease expiration date can not exceed the end date of the original lease.
6. We strongly recommend that the sublessor(s) require the sublessee(s) to pay a security deposit. The security deposit is paid directly to the sublessor(s). We recommend that that one of the sublessee(s) and one of the sublessor(s) inspect the apartment together at the beginning of the sublease noting the condition of all items in the apartment. Both parties should sign it and keep a copy for themselves. The sublessor(s) are required to return the sublessee(s) security deposit within 30 days of the end of the sublease agreement. If the sublease end date coincides with the end of the original lease, the sublessor(s) will wait to receive the information on deductions from the original security deposit paid to Bankier Apartments, then deduct damages if needed. If the sublease end date is prior to the end of the original lease, the sublessor will need to inspect the apartment for damages and determine whether to charge the sublessee(s).
7. Remember, you should have paid your last month's (August) rent when you moved in. If you did, then your sublessee(s) should pay August rent to you. If you are unsure if you paid July's rent please call the Bankier Office.

Move Out Procedure

1. All leases end at 12:00 (noon) on either August 11th, 12th, or 13th. Your keys should be returned at that time. If you are unsure when your lease ends, please call the Bankier Office.
 - a. All keys must be divided into individual sets and tagged with your building and apartment number before they are turned in.
 - b. Keys must either be turned into the office, given to the inspector at the time of the walk thru, or mailed. **Do not** leave your keys in the apartment.
 - c. If you mail your keys: use a padded envelope and make sure we received them before your lease end date (**Don't forget to label your keys**).
 - d. Failure to return all sets of keys by the lease end date at 12:00 (noon) will result in a LOCK CHANGE CHARGE (**THERE WILL BE NO EXCEPTIONS**).

2. If you schedule a walk-thru of your apartment:
 - a. Walk-thru's must be scheduled at least 24 hours prior to your appointment.
 - b. Everything must be cleaned and all personal property removed prior to your walk-thru.
 - c. All sets of keys must be returned to your inspector after your walk-thru.
 - d. The roommate that is present at the walk-thru will fill out the envelope that the security deposit will be mailed in. Please discuss ahead of time which roommate is to receive the deposit (It will be one check made out to all tenants on the lease).

- If you do not schedule a walk-thru of your apartment:
 - e. All keys, fobs, elevator cards and garage door openers will need to be returned to the office by noon on the last day of your lease by 12:00 (noon) or you will incur a LOCK CHANGE CHARGE (**THERE WILL BE NO EXCEPTIONS**).
 - f. You should stop by the office to fill out an envelope with the address that you wish to have the deposit mailed to. If no envelope is filled out, we will send the deposit to the permanent home address of the 1st person listed on the status report.
 - g. We will do a walk-thru of your apartment after 12:00 (noon) on your lease end date.

3. Security deposit will be mailed 30 days after the last day of your lease. Unless prior arrangements have been made with the office, we will issue one check in the names of all the tenants on the lease. Other choices for security deposits are as follows:
 - a. Release Security Deposit in One Name- The security deposit check will be issued in one tenant's name. They will also receive an itemized list of any deductions in order to split the shares appropriately. That person will assume the responsibility to distribute the shares to each roommate. This option is useful when you have roommates moving to different states or out of the country. Forms may be picked up in the office and must be completed and returned by July 15th.
 - b. Security Deposit Release in Individual Names- The security deposit will be split into equal shares with each tenant receiving their own check. All charges will also be divided equally (No exceptions). There is a \$10.00 per check fee to split the deposit this way. Forms may be picked up in the office and must be completed and returned by July 15th.
4. Call the utility companies to have the utilities taken out of your name as of the last day of your lease.
5. Don't forget to forward your mail. You will need to go to the post office to do this.

Move Out Cleaning Checklist

The two most expensive potential charges against your security deposit are cleaning charges and carpet damages. Regardless of what your apartment looked like when you moved in, it is expected to be clean when you move out. Cleaning issues will NOT be considered normal wear under any circumstances. If a cleaning crew must be sent in your apartment there will be a minimum of 1 hour charge at \$25.00 per hour. To avoid these charges spend a little extra time preparing for your final walk thru.

As required by your lease, you will be responsible for the cost of carpet cleaning which will be performed after you move out by a carpet cleaner of the Landlords choosing. Renting a cleaner or using your personal carpet cleaner is not sufficient.

Please be sure the following are thoroughly cleaned:

General

1. Wipe down ceiling fan blades and sweep ceiling around fan.
2. Replace any burnt out light bulbs throughout your apartment.
3. Vacuum all carpets and edges by the baseboards.
4. Clean inside all windows, window sills, and tracks. Wipe down all blinds.
5. Clean all vents on floors, walls, and doors.
6. Remove any hooks, mounted mirrors, etc. that you have installed. Properly patch holes.

Kitchen

1. Oven should be completely cleaned, including broiler drawers (all residues must be wiped out).
2. Clean stovetop, back panel, dials, front and sides of stove.
3. Drip pans must be cleaned including area under drip pans (stove top lifts up).
4. Exhaust fan or micro-hood should be free from grease and dirt. If you have a standard microwave it should be cleaned inside and out.
5. Refrigerator should be cleaned inside and out (including shelves and under the crisper drawers). Refrigerator should be unplugged and doors left open. Don't forget the top of the refrigerator.
6. Dishwasher should be wiped out including around the inside of the door.
7. Cabinets should be completely emptied and wiped down inside and out.
8. Clean all countertop surfaces.
9. Clean sink and faucet fixtures.
10. Sweep and mop kitchen floor.

Bathroom(s)

1. Vanity and medicine cabinet should be cleaned, including shelves and mirror.
2. Shower doors, if applicable, should be cleaned so all of the soap scum is removed. Please remove shower curtain.
3. The bathtub, shower walls, and fixture should be cleaned and free of soap scum.
4. Thoroughly clean toilet inside and out, including around the base.
5. Clean soap dish and wipe down towel bars.
6. Wipe down walls and ceiling (should be free of hair and hair spray).
7. Wipe down light fixtures, electrical outlet covers, and light outlet covers.
8. Sweep and mop floor.

Living Room

1. Vacuum sofa, chair and loveseat including under the cushions.
2. Wipe down coffee table, end tables, dining table, and dining table chairs.
3. Wipe off blinds and clean inside windows. Wipe off window sills.
4. Clean light fixtures and covers.
5. Clean walls, ceilings, and corners.
6. Wipe down front door and around the door frame.
7. Wipe down electrical outlet covers and light switch covers.

Bedroom(s)

1. Wipe down baseboards.
2. Clean walls, ceilings, and corners.
3. Clean out closets (including coat hangers) and wipe down shelves.
4. Wipe off desk and dresser. Clean out and wipe out all drawers.
5. Vacuum under beds.
6. Wipe down light fixtures.
7. Wipe off blinds and clean inside of windows

Patios/Balconies

1. Remove all trash, debris, furniture, doors, concrete blocks, etc. from the patio/balcony, and dispose of properly.

This list is for reference only and not intended to be all inclusive

Move Out Cleaning Checklist

The two most expensive potential charges against your security deposit are cleaning charges and carpet damages. Regardless of what your apartment looked like when you moved in, it is expected to be clean when you move out. Cleaning issues will NOT be considered normal wear under any circumstances. If a cleaning crew must be sent in your apartment there will be a minimum of 1 hour charge at \$25.00 per hour. To avoid these charges spend a little extra time preparing for your final walk thru.

Please be sure the following are thoroughly cleaned:

General

1. Wipe down ceiling fan blades and sweep ceiling around fan.
2. Replace any burnt out light bulbs throughout your apartment.
3. Vacuum all carpets and edges by the baseboards.
4. Clean inside all windows, window sills, and tracks. Wipe down all blinds.
5. Clean all vents on floors, walls, and doors.
6. Remove any hooks, mounted mirrors, etc. that you have installed. Properly patch holes.

Kitchen

1. Oven should be completely cleaned, including broiler drawers (all residues must be wiped out).
2. Clean stovetop, back panel, dials, front and sides of stove.
3. Drip pans must be cleaned including area under drip pans (stove top lifts up).
4. Exhaust fan or micro-hood should be free from grease and dirt. If you have a standard microwave it should be cleaned inside and out.
5. Refrigerator should be cleaned inside and out (including shelves and under the crisper drawers). Refrigerator should be unplugged and doors left open. Don't forget the top of the refrigerator.
6. Dishwasher should be wiped out including around the inside of the door.
7. Cabinets should be completely emptied and wiped down inside and out.
8. Clean all countertop surfaces.
9. Clean sink and faucet fixtures.
10. Sweep and mop kitchen floor.

Bathroom(s)

1. Vanity and medicine cabinet should be cleaned, including shelves and mirror.
2. Shower doors, if applicable, should be cleaned so all of the soap scum is removed. Please remove shower curtain.
3. The bathtub, shower walls, and fixture should be cleaned and free of soap scum.
4. Thoroughly clean toilet inside and out, including around the base.
5. Clean soap dish and wipe down towel bars.
6. Wipe down walls and ceiling (should be free of hair and hair spray).
7. Wipe down light fixtures, electrical outlet covers, and light outlet covers.
8. Sweep and mop floor.

Living Room

1. Vacuum sofa, chair and loveseat including under the cushions.
2. Wipe down coffee table, end tables, dining table, and dining table chairs.
3. Wipe off blinds and clean inside windows. Wipe off window sills.
4. Clean light fixtures and covers.
5. Clean walls, ceilings, and corners.
6. Wipe down front door and around the door frame.
7. Wipe down electrical outlet covers and light switch covers.

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1. Wipe down baseboards.
2. Clean walls, ceilings, and corners.
3. Clean out closets (including coat hangers) and wipe down shelves.
4. Wipe off desk and dresser. Clean out and wipe out all drawers.
5. Vacuum under beds.
6. Wipe down light fixtures.
7. Wipe off blinds and clean inside of windows

Patios/Balconies

1. Remove all trash, debris, furniture, doors, concrete blocks, etc. from the patio/balcony, and dispose of properly.

This list is for reference only and not intended to be all inclusive

Early Move Out Option

The early move out option is designed for those residents that plan to be gone over the summer and do not want to sublet their apartment. The advantage to the early move out option is you can use your security deposit as June 15th, 2012 rent with no out of pocket expense for the month. This is how it works:

1. You must fill out an “Early Move Out Option Form” and return to the Bankier Office with all residents’ signatures on or before June 1st, 2012. If you are a sublet then the original lessee must sign the form. You must be moved out of your apartment on or before June 14th, 2012.
2. You must schedule an appointment for your final walk-thru at least 24 hours prior to your move out day. Keep in mind if you are moving out on a weekend, we have limited office hours on Saturdays and the office is closed on Sundays. Time slots fill up quickly so call early. All personal belongings must be out of the apartment in order to do a final walk-thru.
3. You can schedule the move out of your apartment any time prior to June 14th.
4. You may have all the utilities taken out of your name as of the day you turn in **all** keys for the apartment. If you have the utility package, you will still need to pay for the June 15th, 2012 utility fee. (Utility packages are based on a 12 month average).
5. Parking: if you have a parking spot, you will either need to sublet your spot or pay the remainder of the lease. Parking leases are separate from apartment leases. Sublet forms are available in the office.
6. Sanitary Fee: You will still be responsible for your June 15th, 2012 sanitary fee.
7. You will be charged for a lock change and lose your entire key deposit if **all** sets of keys are not turned in on your move out date.
8. You will lose your (elevator card / FOB deposit) for each device that is not turned in by your move out date.
9. Final Payment on your account:
 - a. You will pay your May 15th, 2012 rent.
 - b. You should have pre- paid your July 15th, 2012 rent at move in. If you did not, you will not be able to take the early move out option.
 - c. Your apartment must be left clean and undamaged in order to apply security deposit to June 15th, 2012 rent. Any charges for cleaning, shampooing, or damages will be deducted from your key deposit and interest. If charges should exceed your key deposit and interest then you will be notified by the Bankier Office.

If you do not take advantage of the early Move out Option then your security deposit will be mailed 30 days after your lease ends in August. If you have any other questions, please contact the Bankier Office.

Thank You,
Bankier Apartments
Management



Security Deposit Deductions

We would like for you to get your full security deposit back, so please spend a few minutes to read through the following information. Keep in mind, the two most expensive deductions from your security deposit are cleaning and carpet charges.

1. Chargeable Damages:

- a. When hanging items on the wall, you should use nails or thumb tacks. You will need to spackle and sand all holes prior to move out. **DO NOT EVER USE** sticky tape or poster gum (it causes major wall repairs and you will be charged). All shelves and mirrors must be removed prior to move out.
- b. **DO NOT** put duct tape or any other adhesive on the carpet. The adhesive does not come off of the carpet and therefore, your carpet may need to be replaced. If you spill something on the carpet, clean it up immediately to avoid stains.
- c. **DO NOT** put any type of tape or nails on the bedroom, bathroom, or closet doors.
- d. **DO NOT** store furniture or closet doors on your balcony. They will become weathered and you will be charged for replacements. Also, we cannot remove unwanted furniture; we simply do not have the storage space. Damaged or burnt furniture will be replaced and you will be charged.

2. Upon move out, your carpets will be cleaned and the charges will be deducted from your security deposit. If the carpet needs to be re-cleaned, requires special treatments, or needs to be replaced, you will be charged accordingly.

3. Review the “Move Out Procedure” (available on line and in the office), this will give you a list of what is expected to be cleaned prior to move out. The saying, “The apartment was cleaner when I left than when I arrived,” does not exclude you from cleaning charges. If your apartment requires cleaning, you will be charged accordingly.

* Remember, during turnover, we bring in outside contractors and cleaning companies to help us get the apartments ready. If your apartment needs to be cleaned, their charge is \$25.00 per person/per hour. Contractors charge \$45.00 an hour for wall repair. By taking the extra time to get your apartment ready, you can save money. And remember there is a move out procedure available in the office.