

YELLOW BRICK MANAGEMENT, INC.
...because there's no place like home.

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7200 W. Main Street
Belleville, IL 62223

FORWARDING ADDRESS INFORMATION

Address to be Vacated: _____

This form must be returned with ALL COPIES OF YOUR KEYS to Yellow Brick Management, Inc., located at 7200 West Main Street, Belleville, IL 62223. The security deposit refund, if applicable, will be issued in one check, sent to one address, and assigned to all roommates.

Roommate #1 Name: _____

Current Phone Number: _____

Current Email Address: _____

New Address: _____

City: _____ State: _____ Zip Code: _____

Please send the security deposit refund to this address

Roommate #2 Name: _____

Current Phone Number: _____

Current Email Address: _____

New Address: _____

City: _____ State: _____ Zip Code: _____

Please send the security deposit refund to this address

MOVE OUT CHARGES

ADDRESS:			
TENANT:			
FOWARDING ADDRESS:			
MOVE OUT DATE:		INSPECTION DATE:	
Charges			
CLEAN STOVE/OVEN	\$40 - \$85		
CLEAN REFRIGERATOR	\$30 - \$60		
CLEAN KITCHEN SINK	\$25		
CLEAN MICROWAVE	\$25		
CLEAN INSIDE OF CABINETS	\$25 each		
STOVE DRIP PAN			
REPLACEMENT	\$10/pan		
BATHROOM			
CLEAN SINK	\$25		
CLEAN TUB/SHOWER	\$35 - \$75		
CLEAN INSIDE OF			
CABINETS	\$25 each		
CLEAN BATHROOM VENT	\$25		
CLEAN TOILET	\$20 - \$40		
LIVING ROOM/DINING ROOM			
CEILING FAN CLEAN	\$25		
BLIND REPLACEMENT	\$50 each		
BEDROOM 1			
CEILING FAN CLEAN	\$25		
BLIND REPLACEMENT	\$50 each		
BEDROOM 2			
CEILING FAN CLEAN	\$25		
BLIND REPLACEMENT	\$50 each		
FLOORING CHARGES			
FLOORING CLEAN/REPAIR	\$50 - \$350		
PET TREATMENT	\$100/room		
CARPET REPLACEMENT	\$50/room+ \$2.50/sq ft		

MISC CHARGES

PAINT PER ROOM	\$50-100/room			
UNRETURNED KEYS	\$75/door			
DRYWALL REPAIR	\$60/hole			
BULK TRASH	\$50/item			
SMALL TRASH REMOVAL	\$50/room			
BROKEN WINDOW	225/window			
BROKEN INTERIOR DOOR	\$200-500			
BROKEN EXTERIOR DOOR	\$500-1000			
BROKEN/MISSING				
KNOB/HANDLE	\$15 - \$25			
SCREEN REPLACEMENT	\$50 - \$85			
DOOR REPAIR	\$25 - \$50			
BROKEN LIGHT FIXTURE	\$85/fixture			
LIGHT GLOBE	\$25/globe			
REPLACEMENT	\$50			
CLEAN BLINDS	\$35			
GARBAGE DISPOSAL	\$65			
REPAIR				
OTHER				
OTHER				
OTHER				
OTHER				

TOTAL CHARGES

Upon vacating the property, tenant shall leave the apartment/home clean and free of all debris. Damages will be deducted from tenant’s security deposit as outlined in the lease agreement. If damage amount exceeds the tenant’s deposit, the tenant with be responsible for any/all cost incurred during repair or replacement. Any amount not paid by the tenant for damage repair will immediately be turned into collection, and Yellow Brick Management, Inc. shall pursue legal action. The charges listed above are basic rates for repair and replacement. These rates are subject to varying market rates for replacement costs, As such, all rates are an approximation and subject to change without tenant notice.