PART III – AT THE END OF YOUR LEASE

1. Protect Your Security Deposit
   a. Clean your unit
   b. Pay special attention to...
   c. Document your work
   d. Leave the unit looking better than you found it
   e. Leave a forwarding address

2. Security Deposit Laws
   a. Champaign
   b. Urbana
   c. Rental units not covered by these laws

3. Not satisfied with the amount returned?
   a. Do not cash or deposit...
   b. Gather up...
   c. Get a consultation appointment
1. **Protect Your Security Deposit**

   a. **Clean your unit**
      - Leave it **spotless**.
      - Remove any and all items that do not belong there.
      - Leave furnishings in an orderly manner.
      - Thoroughly clean carpets. **Make sure** carpets are clean. Rent carpet cleaning equipment or hire a company, if necessary, and keep the receipts.
b. Pay special attention to:

- The kitchen – stove, oven, refrigerator, sink, microwave, countertop, cupboards, floor.

- The bathroom(s) – cabinet, sink, tub/shower, toilet, floor (especially around toilet).

- Walls, windows, sills, baseboards.
HOUSING GUIDE
PART III – AT THE END OF YOUR LEASE

c. Document your work.
   - Take detailed photographs of the unit, including inside the oven and refrigerator.

d. Leave the unit looking better than you found it.

e. Leave a forwarding address with your landlord to send your deposit to you.
2. Security Deposit Laws

   a. Champaign

   - Apartment complexes with 5 units or more require specific procedures for return of deposits and accounting for deductions.

   - Apartment complexes with 20 units or more must pay interest on the deposits.
b. Urbana

- Most rental units must follow specific return and deduction procedures, as well as pay interest on the deposit.

c. Rental units not covered by these laws must return deposits within a reasonable time.
3. Not satisfied with the amount returned?

   a. Do not cash or deposit the check.

   b. Gather up your check-in sheets, check-out sheets, pictures, and/or videos of check-in and check-out,

   and ...
c. Get a consultation appointment with Student Legal Service as soon as possible.

1) Go to [www.odos.illinois.edu/sls](http://www.odos.illinois.edu/sls)

2) Select “Schedule and Appointment/Online Intake Forms”

3) Fill out and submit the “Housing or Damage Deposit” intake form

4) Go to the SLS office, 324 Illini Union, to select a consultation appointment day/time.
STUDENT LEGAL SERVICE
324 Illini Union
1401 W Green St., Urbana
Office Open: M-F, 8:30am-Noon and 1:00-4:30pm
217-333-9053
www.odos.illinois.edu/sls
studentlegalservice@illinois.edu

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