



ELEVENTHIRTY  
S MICHIGAN AVENUE

(P) 312.939.0226 (F) 866.882.3486  
1130smic@draperandkramer.com

**INTENT TO VACATE AND MOVE-OUT INFORMATION FORM**

PLEASE RETURN THIS FORM TO THE LEASING OFFICE NO LESS THAN 60 DAYS PRIOR TO YOUR MOVE-OUT DATE

Name: Yanxin Lu

Name: Xuewei Jiang

1130 South Michigan Avenue, Apartment # 1713, Chicago, Illinois 60605

Lease Expiration Date: 06/26/2023 Pre-Inspection Date: \_\_\_\_\_

Reasons for moving: New job

Would you recommend 1130 South Michigan? If any suggestions to help us improve in the future, please note: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FORWARDING ADDRESS INFORMATION**

New Address: 12421 Sanford St

City: Los Angeles State: CA Zip Code: 90066

Current Phone: 2542241457 New Phone: 2542241457

Thank you for your tenancy with us and we wish you best of luck in the future!

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## **RESIDENT CLEANING REQUIREMENTS**

We appreciate having you as a resident and hope your stay was enjoyable. Please note the following requirements prior to your move.

We expect a certain amount of normal wear and tear to the apartment. Please make sure the floors are swept, all closets and cupboards cleaned, and all items and furniture removed.

Items that will incur charges are as follows:

- Large holes in the walls/doors
- Damaged or broken appliances
- Damaged or broken blinds or windows
- Stains in carpet
- Excessive dirt or grime in kitchen and in bathroom
- Fixtures or personal furniture left in apartment that were not provided by the building

Also remember the following items and tasks during your move out:

- Remove all items from your storage locker
- Submit a forwarding address request with the USPS
- Call ComEd 800.334.7661, RCN 312.955.2500 and other utility companies you may have used and have them cancel or forward your service to your new address
- Remove all RCN provided equipment and mail to the following address:

**RCN Telecom Services of Illinois, LLC**  
PO Box 578459  
Chicago, IL 60657

Any questions you may have about the move out process, please contact the Management Office 312.939.0226 xt12

**\*To schedule a move-out inspection, contact the Management Office during normal business hours.**