

HOUSING GUIDE

Student Legal Service

University of Illinois at Urbana-Champaign



PART III – AT THE END OF YOUR LEASE

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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.



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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.**



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- 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.**



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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.**



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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.**



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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 ...



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- c. **Get a consultation appointment with Student Legal Service as soon as possible.**
 - 1) **Go to 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

University of Illinois at Urbana-Champaign



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

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