

## Check Out Information

Please make appointments with the Landlord to do your final checkout. Hours for checking out are the same as the office hours 7:30am - 5pm on weekdays and 9am -12 noon on Saturday. There will be no Sunday check out times. Please give the Landlord as much notice as possible.

Do not ask to be checked out until you are completely moved out and the apartment has been cleaned.

The person inspecting the apartment does not have the authority to refund any deposits. Your deposit will be mailed to you within 30 days as provided by state law. You will expedite this procedure by reporting forwarded address when checking out. It is not mandatory for the tenants to be present during the inspection but it does help the process in case of any questions.

Electricity and gas can only be transferred on the last day of the month. When you notify the utility company please tell them the day you are moving and they will read the meters and switch the account to the property owner. **ANY PAST DUE BALANCES ARE STILL YOUR RESPONSIBILITY AND WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT IF NOT PAID.** You should also remember to fill out a change of address form at the office for the postal service.

Your apartment was rented to you in a clean status, unless otherwise noted in your "Apartment Move In/Move Out Inspection sheet", and we expect it to be that way when you are checked out, other than normal wear and tear, or you will be charged accordingly by the list of charges established and attached in this packet. By following these instructions and doing a complete job you will increase the likelihood that you will have no cleaning deductions. Persistence and patience will pay off in cleaning. It usually takes a full day to clean, sometimes it may take longer.

### Refrigerator

Clean refrigerator inside, outside and behind, removing shelves and drawers. Refrigerator must be left on so it does not condensate and build up mold. If it is not left on, you will be responsible for the expense of cleaning the refrigerator.

### Range

Clean range inside and outside removing all grease from interior and exterior surfaces. Also clean on the sides and behind the stove. This includes the broiler pan and racks. Be sure to leave no range cleaner residue. On **self cleaning range**, the inside should be self-cleaned by range (refer to range manual). Make sure to clean off the hood and vent fan as well. The elements and vent cover should be soaked, dried with towel and replaced.

### Cupboards and Drawers

Clean and wipe out cupboards and drawers inside and out. Be sure to get around knobs. 3rd floor only - clean on top of the cabinets. (ex. vacuum them or wet cloth)

**Countertops**

Make sure all counter tops are wiped off and cleaned.

**Dishwasher**

Inside and outside of dishwasher should be wiped down and cleaned.

**Halls /Bedroom Closets/Pantry Closet**

Clean closets and dust off shelves. Sweep out pantry closet and wipe down woodwork.

**Curtain Rods**

Wipe off all curtain rods.

**Radiators/Registers**

Vacuum any loose dirt and wipe clean.

**Lighting Fixtures/Fans**

Clean light fixtures and make sure that the bulbs work. Burnt out bulbs shall be replaced. Clean the tops of the fans to make sure no dust is on them.

**Doors**

Tops of doors should be wiped off. Clean and dust both sides of the doors. Make sure to clean entrance door as well!

**Windows/Blinds**

Clean windows inside and outside. Clean window tracks and sills and panes as well. Make sure all blinds are wiped down and they are in good condition. If not please replace them.

**Woodwork**

Be sure to dust and clean all finished woodwork.

**Walls and Switch Plates**

Make sure all wall plates and switch plates are cleaned.

**Medicine Cabinet**

Clean mirror and or medicine cabinet. Make sure all shelves are wiped clean.

**Toilets**

Clean all toilets inside and out.

**Sinks**

Clean sinks, polish faucets and remove all lime deposits. Do not use steel wool or abrasives on sinks.

**Bathtubs and Showers**

Clean fiberglass shower tub and door. DO NOT USE any SOFT SCRUB or other abrasive cleaners or abrasive brusher on fiberglass shower tub or door. Make sure you clean the tops of the shower may have dust gathered on it.

**Flooring**

Vacuum carpet. Clean all linoleum flooring, but do not wax! (if applicable)

**Balcony**

Clean off all debris, garbage, and any other residue from balcony.

**Garage (if applicable)**

Sweep out garage and remove all garbage.

Do not fill any nail holes in your walls! Leave all nails in the walls. Do not place bottles of cleaning and bleaching agents on the carpet. This will cause permanent discoloration and you will be charged for damages. Do not wax linoleum floors. If furnished curtains are torn, stained or damaged due to rain, smoke, or fire, damage will be assessed and charged to tenant. There will be charges assessed to you for moisture and rain damage to your apartment and any other apartment due to window and patio doors left open. Please be careful with moving things through hallways. Any damage will be assessed to the tenant.

DO NOT USE "SOFT SCRUB" OR ANY OTHER CLEANER WITH AN ABRASIVE ON THE SHOWER/TUB, TOILET, VANITY TOP, FAUCETS, SINK, REFRIDERATOR , RANGE, DISHWASHER, WINDOWS, MIRRORS, FLOORS, COUTNERTOPS, OR ANY OTHER SURFACE!!!

All charges below are subject to change without prior written notice!

## Cleaning and Replacement Charges Checkout Sheet

Tenant(s) Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Apartment #: \_\_\_\_\_

Checked Out By: \_\_\_\_\_

The following charges for cleaning may be deducted from your security deposit. Please follow all cleaning procedures carefully so that nothing will be deducted for cleaning, replacement of light bulbs, etc.

### Kitchen

Refrigerator	\$15.00	_____
Range/Oven	\$20.00	_____
Broiler/Grease Pan	\$45.00	_____
Reflector Pans/Rings	\$6.00	_____
Cabinet/Drawers	\$15.00	_____
Countertops	\$3.00	_____
Sink	\$5.00	_____
Sink Strainers (2)	\$6.00	_____
Faucets	\$2.50	_____
Dishwasher	\$5.00	_____
Light Fixtures	\$2.50	_____
Window	\$3.00	_____
Window Track	\$2.50	_____
Heat Registers	\$3.00	_____

### Living Room

Window	\$3.00	_____
Window Track	\$2.50	_____
Light Fixtures/Fan	\$3.00	_____
Heat Registers	\$3.00	_____
Blinds	\$30.00	_____

### General Cleaning

Operating Manual	\$25.00	_____
Vacuum Carpet	\$20.00	_____
Wall Plates/Switches	\$1.00	_____
Light Bulbs	\$1.00	_____
Fluorescent Bulbs	\$3.00	_____
Painting	\$16/hr	_____
Cleaning Woodwork	\$25.00	_____
Rekeying & Locks	\$30.00	_____

### Bedroom # 1 (Master Bedroom)

Window	\$3.00	_____
Window Track	\$3.00	_____
Curtain Rod	\$2.00	_____
Closet	\$3.00	_____
Light Fixtures/Fan	\$3.00	_____
Heat Registers/Vents	\$3.00	_____
Blinds	\$20.00	_____

### Bathroom #1 (Master Bathroom)

Sink	\$3.00	_____
Faucets	\$2.00	_____
Decals	\$10.00	_____
Med. Cabinet	\$4.00	_____
Light Fixtures/Fan	\$3.00	_____
Vanity Cabinet	\$4.00	_____
Toilet	\$6.00	_____
Shower/Tub	\$20.00	_____
Tub Door/Track	\$20.00	_____
Floor	\$8.00	_____
Closet/Shelves	\$5.00	_____
Mirror	\$5.00	_____
Window/Tracks	\$6.00	_____
Blinds	\$30.00	_____

### Bedroom #2 (Next to Master Bedroom)

Window	\$3.00	_____
Window Track	\$3.00	_____
Curtain Rod	\$2.00	_____
Closet	\$3.00	_____
Light Fixtures/Fan	\$3.00	_____

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**Bedroom # 2 (Continued)**

Heat Registers/Vents \$3.00 \_\_\_\_\_  
Blinds \$30.00 \_\_\_\_\_

**Bedroom # 3**

Window \$3.00 \_\_\_\_\_  
Window Tracks \$3.00 \_\_\_\_\_  
Curtain Rod \$2.00 \_\_\_\_\_  
Closet \$3.00 \_\_\_\_\_  
Light Fixtures/Fan \$3.00 \_\_\_\_\_  
Heat Registers/Vents \$3.00 \_\_\_\_\_  
Blinds \$30.00 \_\_\_\_\_

**Balcony**

General \$5-\$25 \_\_\_\_\_  
Broken/Bent Rails \$150.00 \_\_\_\_\_

**Garage**

Cleaned & Swept \$35.00 \_\_\_\_\_  
Keys & Opener \$10-60 \_\_\_\_\_

**Bathroom #2**

Sink \$3.00 \_\_\_\_\_  
Faucets \$2.00 \_\_\_\_\_  
Decals \$10.00 \_\_\_\_\_  
Med. Cabinet \$4.00 \_\_\_\_\_  
Light Fixtures/Fan \$3.00 \_\_\_\_\_  
Vanity Cabinet \$4.00 \_\_\_\_\_  
Toilet \$6.00 \_\_\_\_\_  
Shower/Tub \$20.00 \_\_\_\_\_  
Tub Door/Track \$20.00 \_\_\_\_\_  
Floor \$8.00 \_\_\_\_\_  
Closet/Shelves \$5.00 \_\_\_\_\_  
Mirror \$5.00 \_\_\_\_\_  
Window/Tracks \$6.00 \_\_\_\_\_  
Blinds \$15.00 \_\_\_\_\_

**Hallway & Furnace Closet**

Floor/Shelves \$4.00 \_\_\_\_\_  
Furnace \$3.00 \_\_\_\_\_  
Light Fixtures \$3.00 \_\_\_\_\_  
Fire Extinguisher \$25.00 \_\_\_\_\_  
Heat Registers/Vents \$3.00 \_\_\_\_\_

Total Charges Page 2: _____
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Amount of Deposit: \_\_\_\_\_

Total Deductions: \_\_\_\_\_

Other Deductions: \_\_\_\_\_

Amount of Refund: \_\_\_\_\_

Amount Owed: \_\_\_\_\_

Date Refunded \_\_\_\_\_ Check # \_\_\_\_\_

Other Deductions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Apartment # \_\_\_\_\_ Check Out Information

Date: \_\_\_\_\_

Forwarding Address:

Name \_\_\_\_\_

Keys Returned?    Yes    No

Street \_\_\_\_\_

Amount of Deposit \_\_\_\_\_

City \_\_\_\_\_

Rent Owed \_\_\_\_\_

Past Due Bills \_\_\_\_\_

Name \_\_\_\_\_

Cleaning Charges \_\_\_\_\_

Street \_\_\_\_\_

Other Charges \_\_\_\_\_

City \_\_\_\_\_

Total Charges \_\_\_\_\_

Credits \_\_\_\_\_

Name \_\_\_\_\_

Security Deposit Refunded \_\_\_\_\_

Street \_\_\_\_\_

Amount Owed \_\_\_\_\_

City \_\_\_\_\_

Date Refunded \_\_\_\_\_

Check Number \_\_\_\_\_

Apartment Checked By: \_\_\_\_\_