



## CHECK-OUT LIST

The following will be checked when you have completed your move out. If the list is not completed, the corresponding charge will be made to the tenant's account.

ITEM	CLEANING REQUIRED:	CHARGE IF NOT COMPLETE
Carpets	Vacuum thoroughly, steam clean and deodorize	\$100.00
Light Bulbs	Installed and working properly	\$5.00/Each
Smoke Detector Batteries	Installed and working properly	\$5.00/Each
Kitchen	New drip pans beneath stove burners	\$25.00
Kitchen	Stove: Clean stove top, beneath burners and inside oven Hood: Clean all surfaces and clean or replace filter Refrigerator: Clean thoroughly inside and out and on top Dishwasher: Remove all objects, clean outside and out Cabinets & Counters: Remove all items and wipe thoroughly Tile Floors: Sweep and mop/disinfect.	\$ 85.00
Bathroom	Tub: Clean thoroughly, remove rings or stains Toilet: Clean thoroughly inside bowl and outside, remove rings or stains Sink: Clean basin, remove rings or stains Medicine cabinet: Wipe out. Clean mirror Tile Floors: Sweep and mop/disinfect.	
Walls & Ceiling, Etc.	No excessive holes. Remove nails or picture hangers. Air conditioner vents: Clean grills Windows: Clean all windows, wipe window seals Mini blinds: Dust and wipe clean Light fixtures: All present with working bulbs, no cracks and clean	
Patio or balcony	Remove weeds, trash, etc. Sweep clean	\$25.00
Parking Permit	Return parking permit to office (Southgate tenants only)	\$35.00

**Damages:** Any damage to apartment will be charged according to the cost of repairs.

**Furniture:** Do not leave furniture in apartment trash dumpster because the dumpster is not big enough to accommodate furniture. You must haul any unwanted furniture off site. There will be an additional charge if any furniture is left behind.

**Reminder: Return all keys and leave forwarding address.**