

Property Address: \_\_\_\_\_

Name of Tenants: \_\_\_\_\_



### Check-Out List

Once the property has been vacated, it will be inspected for cleaning and repairs. Please leave the property as clean and repair-free as possible. As Owner, I would prefer to return your entire deposit. However, if terms listed below require any attention, the cost of necessary labor and materials will be deducted before forwarding the balance of the deposit to you.

**KEYS RETURNED:-Estimated cost \$65.00 if all keys are not returned**

\_\_\_ Front Door \_\_\_ Back Door \_\_\_ Side Door \_\_\_ Mail Key \_\_\_ Laundry Rm \_\_\_ Misc. \_\_\_\_\_

**KITCHEN-Estimated cost \$50.00**

*Refrigerator*

- \_\_\_ Completely clean inside & out
- \_\_\_ Clean under & in back
- \_\_\_ Completely defrost
- \_\_\_ Leave door open
- \_\_\_ Leave unplugged

*Sink/Countertops*

- \_\_\_ Clean sink & fixtures
- \_\_\_ Clean countertops

*Stove-Estimated cost \$50.00*

- \_\_\_ Clean all burners
- \_\_\_ Clean oven
- \_\_\_ Clean broiler
- \_\_\_ Clean under burners
- \_\_\_ Clean outside, behind & under stove

*Cabinets*

- \_\_\_ Remove all shelf paper
- \_\_\_ Clean inside & out
- \_\_\_ Clean drawers

**INDIVIDUAL ROOMS-Estimated cost \$75.00**

- \_\_\_ Remove all marks from floors
- \_\_\_ Clean floors
- \_\_\_ Clean all marks from walls
- \_\_\_ Clean all wood trim
- \_\_\_ Clean A/C filters

- \_\_\_ Clean all light fixtures
- \_\_\_ Clean window sills & frames
- \_\_\_ Clean all doors
- \_\_\_ Clean ceiling fans

*CLOSETS*

- \_\_\_ Remove all personal materials
- \_\_\_ Clean walls & shelves
- \_\_\_ Clean floors

**BATHROOM-Estimated cost \$50.00**

- \_\_\_ Clean tub, sink, commode & fixtures
- \_\_\_ Clean tile walls
- \_\_\_ Clean medicine cabinet

**OTHER-Estimated cost \$35.00**

- \_\_\_ Remove trash & personal property from property and street
- \_\_\_ Porch & entryway cleaned as appropriate

**Note: (Any trash or personal property remaining After keys turned in will be removed and fee charged to tenant)**

**DO NOT TOUCH-UP PAINT. NAILS HOLES IN WALL WILL BE REPAIRED BY LANDLORD AND CHARGED TO THE TENANT BASED ON NUMBER OF HOLES REPAIRED AND WALLS PAINTED.**

*\$15.00 per wall to paint*

**Turn off any electrical appliances, place all windows (storm and regular) in closed position and lock doors.**

ADDITIONAL COMMENTS: \_\_\_\_\_

Property Manager Signature

Date

Tenant Signature

Date