

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.

KITCHEN

Refrigerator

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

Stove

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

Sink/Countertops

- Clean sink & fixtures
- Clean countertops

Cabinets

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

INDIVIDUAL ROOMS

- 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

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

OTHER

- Remove trash from property or street
(Any trash remaining will be removed and fee charged to tenant)

- Porch & entryway cleaned as appropriate

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. Turn off any electrical appliances, place all windows (storm and regular) in closed position and lock doors. ANY cleaning fees will be deducted from the deposit.

ADDITIONAL COMMENTS: _____

Call the office to schedule a walk-through when you are ready to vacate and return keys.

Property Manager Signature

Date

Tenant Signature

Date