

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-\$20.00 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