

Apartment KITCHEN 1 Check-Out Sheet and Request for Deposit Return

Tenant Name: _____ Semester: _____

Apartment Number #: _____ Bedroom #: _____ Storage Closet #: _____

Please start here and do the whole list if not returning:

| Price Range | | Charge: |
|---|--|---------|
| Up to \$65 | 1. If not returning, your room must be empty when checking out. AUTOMATIC FAILURE WILL RESULT if your room is not empty | |
| \$3 | 2. Wash mattress cover, fold, and place on bed | |
| \$5 | 3. Clean out the closet and wipe down shelves and closet rod, vacuum closet floor, edges and corners. | |
| \$5 | 4. Clear out, vacuum, and wipe out all storage under bed including drawers. NO hair left in drawers. | |
| \$4 | 5. Lift mattress, vacuum and wipe down bed frame around and under mattress. | |
| \$3 | 6. Wipe down actual mattress (no hair, dust or dirt) (**DO NOT vacuum mattress) | |
| \$6 | 7. Remove all pictures and posters and wipe down walls (especially around bed and behind desk) | |
| \$5 | 8. Clean out the hallway closet. Wipe down shelves and vacuum floor | |
| <u>If returning to the exact bed START HERE: EVERYTHING must be labeled in every cupboard/drawer/ and under the stairs and anywhere else in the apartment.</u> | | |
| \$5 | 9. Wipe down the blinds, and windowsill. Wash window and window tracks. | |
| \$3 | 10. Wipe down the chair and desk. | |
| \$5 | 11. Wipe down all baseboards and trim. | |
| \$7 | 12. Clean Walls (do not miss behind desk and around bed) | |
| \$4 | 13. Wipe down door, door frames, door knobs (front, back, top, and both sides). Do not miss around door knobs and panels | |
| \$4 | 14. Vacuum carpet, paying special attention to corners, along the walls, and under the desk. | |
| \$3 | 15. Wash light covers, switches, and outlets, as well as heating vent. | |
| \$3 | 16. <u>Label Hallway Closet</u> . Clean door inside and out and door frame. Vacuum floor and edges of closet. | |
| Total Cleaning Charge: | | |
| Additional Charges: | | |
| \$3 to \$5 Each | 17. Replace ALL light bulbs and smoke detector batteries (you will be charged for any that are not replaced/missing) | |
| \$25 | 18. Missing Mattress Pad | |
| \$5 and up | 19. Remove clutter, personal items and garbage. | |
| Total Additional Charges: | | |

Kitchen (#1)Fridge, Dishwasher, Cupboards, Countertops

| Price Range | | Charge: |
|----------------------------------|---|---------|
| Up to \$80 | | |
| \$5 | 1. Countertops scrubbed. | |
| \$18 | 2. Cabinet fronts, tops, and insides emptied and washed. | |
| \$10 | 3. Drawers washed inside and out. | |
| \$2 | 4. Disposal flushed out (pour a little bleach down the drain). | |
| \$2 | 5. Dishwasher emptied and wiped clean on front and edges (run a cycle without dishes to remove excess food). | |
| \$9 | 6. Fridge All food removed from fridge and freezer. | |
| \$3 | 7. Freezer defrosted and washed (do not use sharp tools to remove frost). | |
| \$14 | 8. Fridge racks, drawers, behind drawers, shelves, and compartments cleaned. | |
| \$3 | 9. Outside and top of the fridge washed, including sides and handles. | |
| \$3 | 10. Vacuum bottom of grill on fridge and clean. | |
| \$1 | 11. Light covers, switches, and outlets washed. | |
| \$2 | 12. Heating vents washed. | |
| \$5 | 13. Sink and chrome cleaned and polished. | |
| \$3 | 14. Clean out under the sink. | |
| Total Cleaning Charge: | | |
| Additional Charges: | | |
| \$3 to \$5 each | 15. <u>Replace all burnt-out light bulbs in the apartment.</u> | |
| \$5 and up | 16. Remove clutter, personal items and garbage. | |
| Total Additional Charges: | | |

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| BEDROOM DAMAGE: | | | |
|--|--|--|----------------|
| This price range does not include major and/or widespread damage. | | | |
| Price Range (dependent on severity) | | | Charge: |
| | <u>1. Carpet</u> | | |
| \$10 and up | | | |
| | | | |
| \$2 per pin hole | <u>2. Wall Damage</u> | | |
| Sheetrock \$6 - \$25 | Around Bed | | |
| LED Strip Lights - \$100+ and up | Behind Desk | | |
| Command Strip Removal \$3 | Near Door | | |
| Wall Hook (Square) \$20 - \$30 | | | |
| | <u>3. Bed Damage</u> | | |
| | | | |
| | | | |
| | <u>4. Desk/Chair Damage</u> | | |
| | | | |
| | | | |
| | <u>4. Window</u> | | |
| \$5 and up | Blinds/Sill/Screen/Glass | | |
| | | | |
| \$5 and up | <u>5. Door/Door Trim/Closet</u> | | |
| | | | |
| | | | |
| \$5 - \$15 | <u>6. Baseboards</u> | | |
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| | | | |
| | <u>7. Miscellaneous</u> | | |
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| | | | |
| | | | TOTAL: |
| | | | |

Please read carefully:

Cleaning: This form and the jobs listed on this form must be completed correctly and with the approval of management to receive a refund of your security deposit. Your apartment and bedroom should be left clean enough for new tenants to move into, without needing any further cleaning. Cleaning that is not accomplished according to white glove standards will be deducted from your security deposit. Failure to follow correct checkout procedures will result in the forfeiture of any or all refunds. You **MUST** email us an address to receive your deposit by mail. Refunds take 30 days to process.

Damages: I understand I will be charged for damages in my room and in common areas. I understand Brighton relies on my condition of apartment sheet to assess damages. I understand that all tenants may be charged for damages in the common areas. I agree to pay for any and all damages.

Student Signature: _____

Date: _____

Management Use ONLY:

White Glove Job: _____ Pass _____ Fail _____ **FAILED ALL please do every item on list (\$80)**

Bedroom: _____ Pass _____ Fail _____ **FAILED ALL please do every item on the list (that applies to you) (\$65)**

Key Returned: Yes _____ No _____ Break Contract _____