

## Apartment KITCHEN 2 Check-Out Sheet and Request for Deposit Return

Tenant Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Apartment Number #: \_\_\_\_\_ Bedroom #: \_\_\_\_\_ Storage Closet #: \_\_\_\_\_

**Please start here and complete the entire list if not returning:**

Price Range		Charge:
Up to \$65	1. If not returning, your room must be empty when checking out. <b>AUTOMATIC FAILURE WILL RESULT if your room is not empty</b>	
\$3	2. Wash mattress cover, fold, and place on bed	
\$5	3. Clean out the closet and wipe down shelves, closet rod, and 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 or vacuum actual mattress (no hair, dust or dirt)	
\$6	7. Remove all pictures and posters and wipe down walls (especially around bed and behind desk)	
\$5	8. Clean out the hallway <u>closet</u> . Wipe down shelves and vacuum floor	
<b><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></b>		
\$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 the door, door frames, and 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. <b>Vacuum floor and edges of closet.</b>	
<b>Total Cleaning Charge:</b>		
<b>Additional Charges:</b>		
\$3 to \$5 Each	17. Replace <b>ALL</b> 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.	
<b>Total Additional Charges:</b>		

### Kitchen (#2) Oven, Floor, Microwave, Blinds, Window

Price Range		Charge:
Up to \$80		
\$5	1. Walls cleaned (with special attention above stove and trash can).	
\$6	2. Chrome under and around burners washed and cleaned.	
\$6	3. Stove top cleaned (lift up the range and scrub underneath burner).	
\$8	4. Tin foil on drip pans, under burners, and on the bottom of the oven.	
\$5	5. <b>Oven</b> drawer cleaned out.	
\$4	6. Oven hood cleaned.	
\$5	7. Outside of the stove washed.	
\$15	8. Oven cleaned inside, including drip pans, racks and door. (*Self cleaning oven takes 5 hours to complete the cycle and you must wipe it out when it is finished and cooled.)	
\$10	9. Floor swept and mopped (with special attention to edges and under the stove).	
\$6	10. Wipe down all baseboards in the kitchen.	
\$7	11. <b>Microwave</b> cleaned inside, outside, and underneath.	
\$8	12. Clean kitchen window, blinds and windowsill and tracks.	
<b>Total Cleaning Charge:</b>		
<b>Additional Charges:</b>		
\$3 to \$5 each	13. <b><u>Replace all burnt-out light bulbs in the apartment.</u></b>	
\$5 and up	14. Remove clutter, personal items and garbage.	
<b>Total Additional Charges:</b>		

