

## Apartment VANITIES/HALLWAYS/LAST MAN OUT 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, 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	
<b>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.</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 door, door frames, and doorknobs (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>		
\$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>		

### Vanities and Hallways/Last Man Out

Price Range		Charge:
Up to \$80		
\$4	1. Clean Mirrors.	
\$5	2. Wipe Counters Clean.	
\$6	3. Sinks and chrome scrubbed and polished, hard water spot free.	
\$4	4. Dust light fixtures.	
\$4	5. Drawers emptied and wiped clean.	
\$7	6. Light covers, switches, and outlets washed.	
\$7	7. Shelves in vanity areas wiped clean.	
\$6	8. <b>Vacuum floor in all hallways. There are 3.</b>	
\$4	9. Wipe and dust furnace door.	
\$4	10. Wipe off washer and dryer, including floor in front and between machines.	
\$5	11. Lift lid of washer and clean. Clean out lint from the lint filter on top of the dryer.	
\$5	12. Empty cupboards above washer and dryer and wipe inside and out.	
\$5	13. Dust ceiling air vent in hallway and air vents on the bottom of the wall.	
\$5	14. <b>Dust and wipe baseboards in hallways. There are 3.</b>	
\$4	15. Sweep and mop vanity floor, paying special attention to the area under the sink.	
\$5	16. Walls washed, paying special attention to those near trash cans and under the sink.	
	17. <b>Last Man Out: Check for abandoned property, take out trash, and make sure light bulbs are replaced.</b>	
<b>Total Cleaning Charge:</b>		
<b>Additional Charges:</b>		
\$3 - \$5 Each	18. <b>Replace all burnt out light bulbs in the apartment.</b>	
\$5 Each	19. <b>Replace burnt out vanity bulbs</b>	
\$5 and up	20. Remove clutter, personal items and garbage	
<b>Total Additional Charges:</b>		

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

**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 \_\_\_\_\_