

Apartment WEST BATHROOM 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, 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 window sill. 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. Vacuum floor and edges of closet.	
Total Cleaning Charge:		
Additional Charges:		
\$5 Each	17. Replace <u>ALL</u> 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 Charge:		

West Bathroom

Price Range		Charge:
Up to \$80		
\$4	1. <u>Door</u> and door frames cleaned (including top and both sides).	
\$4	2. Fan dusted and fan cover washed (do not remove)	
\$6	3. Floor swept and mopped, with special attention to the edges (watch for soap scum in front of tub).	
\$2	4. Light covers, switches, and outlets washed.	
\$4	5. Shower curtain washed and rehung.	
\$10	6. <u>Tub</u> and chrome scrubbed and polished, hard water and soap scum free.	
\$10	7. <u>Shower</u> walls scrubbed, hard water, soap scum, and mold free.	
\$4	8. <u>Toilet</u> bowl washed inside (no ring present).	
\$9	9. <u>Toilet</u> washed outside, under seat, around seat, lid, around base and on top of seat.	
\$2	10. <u>Toilet paper holders</u> are clean and polished (if you have them).	
\$2	11. Towel racks cleaned and polished (if you have them).	
\$8	12. Wash walls, paying special attention to the wall behind and to the sides of the toilet.	
\$5	13. Wipe and wash down all baseboards (plastic).	
\$10	14. Clean any mold off of the ceiling and walls.	
Total Cleaning Charge:		
Additional Charges:		
\$3 - \$5 Each	15. <u>Replace all burnt out light bulbs in the apartment.</u>	
\$3 Each	16. <u>Replace burnt out bathroom bulbs.</u>	
\$5 and up	17. 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			
	<u>2. Wall Damage</u>		
\$2 per pin hole	Around Bed		
Sheetrock \$6 - \$25	Behind Desk		
LED Strip Lights - \$100+ and up	Near Door		
Command Strip Removal \$3			
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		
	<u>5. Door/Door Trim/Closet</u>		
\$5 and up			
	<u>6. Baseboards</u>		
\$5 - \$15			
	<u>7. Miscellaneous</u>		
			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 _____