

Townhouse KITCHEN 2 Check-Out Sheet and Request for Deposit Return

Tenant Name: _____ Semester: _____

Townhouse Number #: _____ Bedroom #: _____ Bed: A / B / C / D

You can find the bed letter in the right-hand corner, under the mattress.

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

| Price Range | | Total 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, 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. | |
| \$4 | 6. Wipe down actual mattress (no hair, dust or dirt) | |
| \$6 | 7. Remove all pictures and posters and wipe down walls (especially around bed and behind desk) | |
| <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 | 8. Wipe down the desk, blinds, and windowsill. Wash window and window tracks. | |
| \$4 | 9. Wipe down the chair and desk. | |
| \$6 | 10. Wipe down all baseboards and trim. | |
| \$7 | 11. Clean Walls (do not miss behind desk and around bed) | |
| \$7 | 12. Wipe down door, door frames, knobs (front, back, top, and both sides). Do not miss around door knobs & panels | |
| \$6 | 13. Vacuum carpet, paying special attention to corners, along the walls, and under the desk. | |
| \$3 | 14. Wash light covers, switches, and outlets, as well as heating vent. | |
| Total Cleaning Charge: | | |
| Additional Charges: | | |
| \$3 to \$5 each | 15. Replace ALL light bulbs and smoke detector batteries (you will be charged for any that are not replaced/missing) | |
| \$25 | 16. Missing Mattress Pad. | |
| \$5 and up | 17. Remove clutter, personal items, and garbage. | |
| Total Additional Charges: | | |

Kitchen #2

| | | |
|----------------------------------|---|--|
| Up to \$85 | | |
| \$4 | 1. Wash and polish bar stools | |
| \$8 | 2. Floor swept and mopped in the kitchen with special attention to edges. | |
| <u>OVEN</u> | | |
| \$5 | 3. Chrome under and around burners washed clean. | |
| \$6 | 4. Drip pans cleaned and tinfoil replaced. | |
| \$4 | 5. Clean oven hood top and inside (no grease or dust), wipe down fan cover and light bulb. | |
| \$7 | 6. Stove top, range and under range cleaned (lift the range. YES IT LIFTS UP! And scrub underneath burners). Replace tinfoil. | |
| \$2 | 7. Clean sides of the range after you lift up (it will be dirty). | |
| \$3 | 8. Oven drawer cleaned inside and out (free of dust, food or dirt). | |
| \$15 | 9. Oven cleaned outside and inside, including racks and the door. (*Self-cleaning oven takes 5 hours to complete the cycle and you must wipe it out when it is finished and cooled). Add new tinfoil at bottom of oven. | |
| \$6 | 10. Microwave cleaned inside (don't forget ceiling), outside, and counter underneath. | |
| \$8 | 11. Clean and shine kitchen window, window track, windowsill and blinds. | |
| <u>LAUNDRY ROOM:</u> | | |
| \$4 | 12. Clean sink and shine faucet in laundry room. | |
| \$4 | 13. Clean and shine kitchen window, window track, windowsill and blinds (if applicable). | |
| \$2 | 14. Clean mirror in laundry room with window cleaner. | |
| \$3 | 15. Clean laundry room door and door frame. Don't forget panels! | |
| \$4 | 16. Sweep and mop the laundry room floor. | |
| Total Cleaning Charge: | | |
| Additional Charges: | | |
| \$3 to \$5 each | 17. Replace all burnt out lightbulbs in your apartment! | |
| \$5 and up | 18. 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. | | | Charge: |
| Price Range (dependent on severity) | | | |
| | <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> | | |
| | | | |
| | | | |
| | <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 (\$85)**

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

Key Returned: Yes _____ No _____ Break Contract _____