

Complex _____
Name(s) _____ Apt _____ Date ____/____/20____

MOVE-IN CHECKLIST

All Rooms

- _____ Carpets professionally cleaned by Pride Carpet
- _____ Floors swept and mopped
- _____ Baseboards, tops of doorframes, and outlet plates cleaned
- _____ Light bulbs and fixtures in place and working
- _____ Ceiling fans and light fixtures dusted
- _____ Shelves, cabinet tops, cabinet doors, drawers cleaned. Old shelf paper removed
- _____ Mini blinds cleaned
- _____ Cobwebs removed
- _____ Holes caulked and paint touched up
- _____ Closets cleaned and emptied
- _____ All trash and furniture removed

Kitchen

- _____ Stove cleaned: Outside parts, under burners, oven, drip plates, racks, drawer
- _____ Refrigerator defrosted, cleaned and deodorized
- _____ Dishwasher cleaned, inside and out
- _____ Sink scoured, chrome polished

Ryder/Brightside Only

- _____ Storage closet cleaned
- _____ Stairwell rails, banisters dusted
- _____ Fireplace cleaned out (Ryder only)

Bathroom(s)

- _____ Bathtub and sink, countertops cleaned, including tile and chrome.
- _____ Toilet cleaned, inside and outside. Floor around toilet cleaned
- _____ Sink, chrome, countertop, cabinets, mirrors and towel racks cleaned

Keys

- _____ Door keys received
- _____ Mailbox key received
- _____ Gate key received

NOTE 1: The above tasks should have been completed before you moved in. Please check your new apartment before you move your furniture in. Place a checkmark by those done or an "X" if not completed. Return this form within 3 days. We will assume there are no problems if your form is not returned. If your apartment requires further cleaning, phone the office and leave a message. (See Note 2) Do not clean it yourself until it can be re-inspected. Any requests for further service must be reported before moving in any furniture.

NOTE 2: Please note that if you have requested and been granted an early move-in date or time, no further services will be provided. While we make every effort to be sure your apartment has been serviced, a move-in that takes place before 12 noon on the 1st of the month may require you to forgo some preparation. You are, however, still responsible for leaving your apartment clean when you move.

