

Complex _____
Name(s) _____

Apt _____

Date ____/____/____

MOVE-OUT CHECKLIST

All Rooms

- _____ Carpets will be professionally cleaned by Pride Carpet. Vacuum only.
- _____ 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
- _____ Holes caulked and paint touched up. Call office to request touchup paint and caulk.
- _____ 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 returned
- _____ Mailbox key returned
- _____ Gate key returned
- _____ Forwarding address listed below

NOTE: As stipulated in your lease you must be completely moved out by 12 noon on the final day of the month and your apartment fully cleaned in order to have your deposit (less deductions) refunded. You will receive any refund due within 30 days.

Forwarding address:

PLEASE RETURN THIS FORM WITH YOUR KEYS.