

# Apartment Personal Check Out Sheet and Request for Deposit Return

Tenant Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Apartment #: \_\_\_\_\_ Bedroom #: \_\_\_\_\_ Storage Closet #: \_\_\_\_\_

White Glove Job Assigned (Please circle one of the following):

**Kitchen (#1)    Kitchen (#2)    Living Room & Porch    Vanity Counters & Hallways    Bathroom East    Bathroom West**

Please clean your bedroom using the following checklist:

- Wash mattress cover, fold, and place on bed (you will be charged for a missing mattress cover).
- Remove clutter, personal items, and garbage. Your room must be empty when checking out.
- Wipe down desk, blinds, and window sill. Wash window and window tracks.
- Clean out closet and wipe down shelves.
- Dust and clean closet rod.
- Clear out, vacuum, and wipe out all storage under bed.
- Lift up mattress, vacuum and wipe down bed frame around and under mattress.
- Remove all pictures and posters and wipe down walls.
- Wipe down all baseboards and trim.
- Wipe down door and door frames (front, back, top, and both sides).
- Wipe down door knobs.
- Vacuum chair upholstery and wipe down chair legs.
- Vacuum carpet, paying special attention to corners, along the walls, and under desk.
- Vacuum closet floor.
- Wash light covers, switches, and outlets, as well as heating vent.
- Replace light bulbs and smoke detector batteries (**you will be charged for any that are not replaced/missing**).

**Please read carefully:** This form and the jobs listed on this form must be completed correctly and with the approval of management in order 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 these standards will be deducted from your security deposit. Failure to follow correct check out procedures will result in the forfeiture of any or all refunds. Be aware that your refund will be sent to the address listed on this sheet. If you do not list an address, your deposit will be sent to the address listed on your contract.

I, \_\_\_\_\_, understand that any cleaning assignments not completed according to management standards will be deducted from my security deposit. I also understand that I have the right to check out with a manager, if I so choose.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address for deposit return: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Management Use ONLY:

White Glove Job: \_\_\_\_\_ Pass    \_\_\_\_\_ Fail

Key Returned:    Yes \_\_\_\_\_    No \_\_\_\_\_

Bedroom:    \_\_\_\_\_ Pass    \_\_\_\_\_ Fail

Management Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_