

Apartment LIVING ROOM/PORCH Check-Out Sheet and Request for Deposit Return

Tenant Name: _____ Semester: _____

Apartment Number #: _____ Bedroom #: _____ Storage Closet #: _____

***Please start here and complete the entire 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 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) (** 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 windowsill. 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 knobs (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 ALL 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:		

Living Room & Porch

Price Range		Charge:
Up to \$80		
\$4	1. Wipe down the vacuum.	
\$5	2. All pictures and posters off the wall (unless labeled).	
\$6	3. Dust and polish TV, TV stand, and coffee table.	
\$4	4. Vacuum floor under couch and loveseat.	
\$7	5. Vacuum under couch cushions.	
\$7	6. Vacuum couch and loveseat cushions (tops/bottoms/sides).	
\$6	7. Clean in between and under the couch and loveseat cushions.	
\$6	8. Vacuum carpet in the living room, along walls, in corners, and under furniture.	
\$2	9. Light covers, switches, and outlets washed.	
\$5	10. Dust and wipe baseboards in the living room and entryway.	
\$6	11. Walls washed in the living room and entryway.	
\$6	12. Wipe down front door, inside and out (No black marks/scuffs:	
\$5	13. Remove all clutter and garbage from around the porch and outside of apartment.	
\$4	14. Clean and polish bar stools.	
\$5	15. Sweep and mop entry way.	
\$2	16. Fire Extinguisher Wipe Down and Dust.	
Total Cleaning Charge:		
Additional Charges:		
\$3 to \$5 each	17. Replace all burnt-out light bulbs in the apartment.	
\$5 and up	18. Remove clutter, personal items and garbage.	
Total Additional Charge:		

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BEDROOM DAMAGE:			
This price range does not include major and/or widespread damage.			
Price Range (dependent on severity)			Charge:
	1. Carpet		
\$10 and up			
\$2 per pin hole	2. Wall Damage		
Sheetrock \$6 - \$25	Around Bed		
LED Strip Lights - \$100+ and up	Behind Desk		
Command Strip Removal \$3	Near Door		
Wall Hook (Square) \$20 - \$30			
	3. Bed Damage		
	4. Desk/Chair Damage		
	4. Window		
\$5 and up	Blinds/Sill/Screen/Glass		
\$5 and up	5. Door/Door Trim/Closet		
\$5 - \$15	6. Baseboards		
	7. Miscellaneous		
			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 _____