

Townhouse Bathroom and Vanity 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, door knobs (front, back, top, and both sides). Do not miss around door knobs and 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 <u>ALL</u> light bulbs and smoke detector batteries (you will be charged for any that are not replaced/missing)	
\$5 and up	16. Remove clutter, personal items, and garbage.	
Total Additional Charges:		

Bathroom and Vanity

Up to \$85		
\$5	1. Dust air vent in hallway at top of stairs.	
\$5	2. Dust baseboards in the hallway and clean walls (especially high touch areas).	
\$1	3. Light covers, switches, and outlets washed in the vanity and hall.	
\$4	4. Mop/Sweep/Vacuum floor in vanity area. Don't miss corners and edges.	
\$10	5. Clean Sink (all hard water), Mirror (use window cleaner), counter, cupboards and drawers (inside and outside/no hair or dust) vanity bulbs in hall vanity area.	
\$5	6. Clean any mold on ceilings and walls in the bathroom and vanity area.	
\$4	7. Wipe down the door, doorknob, door frame (front, back, top, and both sides). Don't miss the panels, door edge or around the doorknob.	
\$2	8. Fan in bathroom dusted and fan cover washed (do not remove).	
\$6	9. Clean sink (all hard water), Mirror (use window cleaner), counter, cupboards and drawers (inside and outside/no hair or dust) and vanity bulbs in bathroom.	
\$4	10. Floor swept and mopped in bathroom with special attention to the edges (water for soap scum in front of tub).	
\$3	11. Wipe down baseboards and trim in the bathroom.	
\$20	12. Clean tub, shower walls, and chrome and dry. Hard water and soap scum free. No white residue when you run your hand over	
\$4	13. Toilet bowl washed inside (no ring present) and inside drain area.	
\$6	14. Toilet washed outside, under seat, lid, around and in hinges, around base, and on top of seat.	
\$2	15. Clean and shine toilet paper holder (chrome) and towel racks cleaned and polished (if you have them).	
\$3	16. Wash walls in the bathroom, with special attention to the wall behind and to the side of the toilet.	
\$1	17. Light covers, switches, and outlets washed in the bathroom.	
Total Cleaning Charge:		
Additional Charges:		
\$3 to \$5 Each	18. <u>Replace any light bulbs burnt out in the apartment.</u>	
\$5 each	19. Replace burnt out vanity bulbs (if applicable).	
\$5 and up	20. Remove clutter, personal items, and garbage.	
Total Additional Charges:		

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BEDROOM DAMAGE:			Charge:
This price range does not include major and/or widespread damage.			
Price Range (dependent on severity)			
1. Carpet			
\$10 and up			
2. Wall Damage			
\$2 per pin hole	Around Bed		
Sheetrock \$6 - \$25	Behind Desk		
LED Strip Lights - \$100+ and up	Near Door		
Command Strip Removal \$3			
Wall Hook (Square) \$20 - \$30			
3. Bed Damage			
4. Desk/Chair Damage			
4. Window			
\$5 and up	Blinds/Sill/Screen/Glass		
5. Door/Door Trim/Closet			
6. Baseboards			
\$5 - \$15			
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 (\$85)**
 Bedroom: _____ Pass _____ Fail _____ **FAILED ALL please do every item on the list (that applies to you) (\$65)**
 Key Returned: Yes _____ No _____ Break Contract _____