

## Townhouse KITCHEN 1 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	<b>1. If not returning, your room must be empty when checking out. AUTOMATIC FAILURE WILL RESULT if your room is not empty</b>	
\$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)	

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.

\$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.	
<b>Total Cleaning Charge:</b>		

**Additional Charges:**

\$3 to \$5 each	15. Replace <b>ALL</b> light bulbs and smoke detector batteries (you will be charged for any that are not replaced/missing)	
\$25	16. Missing Mattress Pad.	
\$5 and up	17. Remove clutter, personal items, and garbage.	
<b>Total Additional Charges:</b>		

**Kitchen #1**

Up to \$85		
\$5	1. Countertops scrubbed.	
\$15	2. Cabinet fronts, tops, and insides emptied and washed.	
\$2	3. Disposal flushed out (pour a little bleach down the drain).	
\$2	4. Dishwasher emptied and wiped clean on front and edges (run a cycle without dishes to remove excess food).	
\$6	5. <b>Fridge</b> All food removed from fridge and freezer unless bagged and labeled.	
\$3	6. Freezer defrosted and washed (do not use sharp tools to remove frost).	
\$13	7. Fridge racks, drawers, behind drawers, shelves, compartments and bottom of fridge grill cleaned.	
\$3	8. Outside and top of fridge washed, including side and handles. <u>Don't forget the top of the fridge door (in grooves)!</u>	
\$1	9. Light covers, light switches, and outlets washed.	
\$1	10. Heating vents washed.	
\$5	11. <b>Sink</b> and chrome cleaned and polished in the kitchen.	
\$3	12. Clean out under the sink (nothing left — unless labeled).	
\$5	13. Walls in the kitchen are cleaned (special attention above sink, stove & trash can).	
\$3	14. <b>Furnace Doors:</b> clean and wipe down. Clean each panel.	
\$4	15. <b>Laundry Room:</b> Empty cupboards/shelves above washer and dryer and wash clean. <u>Nothing left unless labeled.</u>	
\$3	16. Toilet bowl in laundry room washed inside (no ring present) and inside drain area.	
\$6	17. Toilet in laundry room washed outside, under seat, lid, around and in hinges, around base, and on top of seat.	
\$1	18. Shine toilet paper holder (chrome).	
\$4	19. Wipe down all baseboards in the kitchen and laundry room.	
<b>Total Cleaning Charge:</b>		

**Additional Charges:**

\$3 to \$5 Each	20. <b>Replace all burnt out lightbulbs in your apartment.</b>	
\$5 and up	21. Remove clutter, personal items, and garbage.	
<b>Total Additional Charges:</b>		

