

## Townhouse LIVING ROOM 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	Task	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 (you will be charged for a missing mattress cover).	
\$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)	

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>		

**Living Room**

Price Range	Task	Total Charge:
Up to \$85	<b>Laundry Room</b>	
\$3	1. Wipe down washer and dryer, including floor in front and between machines. Lift lid of washer and clean (especially triangle area). Remove lint.	
\$2	2. Fan in laundry room dusted and fan cover washed. ( Do not remove).	
\$2	3. Dust light fixtures in the laundry room.	
\$3	4. <b>Living Room:</b> Wipe down the front door, inside and out. No scuffs or black marks.	
\$3	5. Clean off the porch and pick up garbage around the front of the townhouse.	
\$5	6. Check for grease, or anything else on rocks, and siding. (clean if applicable)	
\$3	7. Sweep and mop the entryway floor.	
\$6	8. Vacuum stairs and upstairs hallways.	
\$3	9. Wash walls in the stairwell.	
\$4	10. Wipe off the bannister and stair rail. No black marks.	
\$4	11. Clean light fixtures in the living room including light covers, switches, and outlets and replace light bulbs if necessary.	
\$3	12. Dust and clean ceiling fan blades (if applicable).	
\$8	13. Clean and shine window, window tracks, windowsill and blinds in living room and on stairs and stair landing if applicable.	
\$5	14. Clean return air grill in the living room. (Under the TV).	
\$3	15. Walls washed in the living room, entry way.	
\$5	16. Dust and wipe baseboards in the living room and entryway.	
\$5	17. Dust and polish TV stand, TV, coffee table, and end tables.	
\$6	18. Vacuum under couch and loveseat, under and in between cushions, and the actual cushion tops and bottoms.	
\$5	19. Carpet vacuumed in the living room, along the wall, in corners, and under furniture.	
\$3	20. Empty and vacuum storage closet under the stairs.	
\$3	21. Wipe down and dust the storage closet door (don't forget panels).	
\$1	22. Wipe down the vacuum.	
<b>Total Cleaning Charge:</b>		

**Additional Charges:**

\$5 and up	23. Replace smoke detector batteries.	
\$3 to \$5 each	24. <u>Replace all burnt out lightbulbs in your apartment!</u>	
\$5 and up	25. Last Man Out: Tidy all white glove jobs you've used, make sure there is no abandoned property in the apartment (especially in storage closets), remove clutter, personal items, and garbage.	
<b>Total Additional Charges:</b>		

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BEDROOM DAMAGE:			Charge:
This price range does not include major and/or widespread damage.			
Price Range (dependent on severity)			
	<b>1. Carpet</b>		
\$10 and up			
	<b>2. Wall Damage</b>		
\$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			
	<b>3. Bed Damage</b>		
	<b>4. Desk/Chair Damage</b>		
	<b>4. Window</b>		
\$5 and up	Blinds/Sill/Screen/Glass		
\$5 and up	<b>5. Door/Door Trim/Closet</b>		
\$5 - \$15	<b>6. Baseboards</b>		
	<b>7. Miscellaneous</b>		
			<b>TOTAL:</b>

**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 \_\_\_\_\_