



Moving/Cleaning Checklist

1. Wash all walls and window sills.
2. Dust all surfaces (including inside cabinets, drawers, counter tops, shelves, and window blinds).
3. Clean the stove top (including drip pans) and the oven.
4. Clean the refrigerator, unplug it, and prop the doors open.
5. Clean the inside of the dishwasher.
6. Clean all sinks, bath tubs, and toilets.
7. Sweep and mop all vinyl floors (including behind refrigerator).
8. Vacuum all carpeted surfaces (including corners and along walls with edger tool). Steam clean the carpets.
9. Check all closets, drawers, washer, and dryer for personal items.
10. Close all utility accounts that are in your name (phone, cable, electricity, etc.).
11. Contact Post Office about a change of address form.
12. Make an appointment with Jim or Mary Ellen to do a final check out.

Reasons your deposit may be charged:

1. **Damages to the premises (including interior and exterior of the apartment).** The cost for repairing/replacing the damaged item plus any applicable labor and tax will be charged to your deposit.
2. **Failure to properly clean (see above).** Cleaning charges will be assessed to your deposit at the rate of \$10.00 per hour.
3. **Failure to return keys.** Will require us to change the locks resulting in a charge of cost plus labor to replace both locks and keys.

****Deposits are refunded at the rate of 50% (minus any obvious charges) at checkout and 50% (minus further charges) within two weeks of checkout. Pet deposits are not refundable unless other arrangements have been agreed upon in writing. Any damages that have been clearly caused by a pet are covered under the pet deposit and will not be charged to your damage deposit.****