

# Check-Out Checklist:

In order to get the maximum amount of your deposit back, your apartment needs to be cleaned thoroughly. Your apartment manager will do a walk-through inspection at your check-out appointment, noting the condition of the apartment. Any dirt, crumbs, hair, dust, grease, or other debris on any surface will result in that surface being marked "dirty" on your check-out form (if it can be moved with a fingernail it is considered dirty). This checklist is meant to help guide your cleaning process, but you can also refer to your Apartment Reference Guide's cleaning procedures or talk to your manager.

**Remember that you need to schedule a check-out appointment with your manager at least three (3) days before the time you wish to check-out. Failure to make an appointment in advance or failure to be ready at your check-out time may result in a \$50 improper check-out fee.**

## Kitchen:

- The top of the stove lifts up - make sure the area underneath the burners is completely clean.
- Clean the burner rings and stovetop.
- Clean the inside of your oven. Run the self-cleaning cycle if possible, and wipe out any ashes and all food particles or residue afterwards.
- Pull the stove out from the wall and clean the walls and floor behind, beside, and underneath it.
- Make sure the counters are free of any dirt, crumbs, hair, dust, grease or any other debris.
- Clean and dry all the shelves, drawers, and surfaces on the refrigerator, including the outside and top.
- Pull the refrigerator away from the wall and clean the floor and wall underneath and behind it; leave it plugged in and set on level 3.
- Clean out any dirt, crumbs, hair, dust, grease or any other debris from drawers and cabinets. Use a vacuum to clean hard-to-reach places.
- Wipe down the fronts of cabinets, shelves, and drawers, especially around the handles.
- Clean the sink so that it has no soap residue or hard water stains on any surface, including the faucet.

## Bathroom:

- Clean the sink so that it has no soap residue or hard water stains on any surface, including the faucet.
- Make sure the counters are free of any dirt, crumbs, hair, dust, grease or any other debris.
- Sweep and mop the floor so that it is completely free of any dirt, crumbs, hair, dust, or any other debris.
- Clean the shower walls and tub so they are completely free of any dirt, hair, or soap scum.
- Wipe down mirrors so they are free of watermarks and smudges.
- Clean the toilet bowl and all exterior surfaces of the toilet.
- Clean any marks from the walls.

## Other Rooms & General:

- Do not patch holes from nails or screws—doing so will cost you more than just leaving them.
- Floors in every room and closet need to be completely clean of any dirt, crumbs, hair, dust, grease or any other debris. Non-carpeted floors should be swept and mopped but not waxed. Carpeted floors should be vacuumed.
- All belongings need to be out of drawers, closets and shelves.
- Clean off the shelves of all closets, removing any dirt, crumbs, hair, dust, grease or any other debris.
- Do not launder the drapes, doing so will cost more than leaving them.
- Dust and clean the top of heaters and thermostats.
- Dust and clean window sills and the inside of windows. Close and lock all windows.
- If your apartment is furnished, clean the surfaces of chairs, tables, desks, dressers, drawers, etc.
- File a change of address form with the post office and on SAFARI. (You can change your address online at [www.usps.com](http://www.usps.com).)
- Be completely ready to check out at the time of your appointment. It is unlikely that the manager will be able to give you more time, so be prepared!

## Notes:

- Any apartment needing more than minimal attention will be assessed a minimum cleaning charge of \$45. Additional charges will be billed at an additional \$45 per hour of cleaning-crew time required to clean the apartment. Charges for damages beyond normal wear and tear will be billed at the cost to repair the damage.
- Moving out of an occupied apartment? You need to make sure all common areas are cleaned (hallway, living room, kitchen, bathroom) in addition to your bedroom. A new roommate will not be allowed to move in unless the entire apartment is clean.