

Property Address: _____

MOVE IN _____

MOVE OUT _____

At the beginning of the lease, it is "tenants" responsibility to report to management any repairs and/or cleaning needed within 5 days of the move in date. This list will be kept in your file for reference and for move out inspection. At the end of your lease, it is "tenants" responsibility to contact us 5 days before expiration date and schedule a walkthrough inspection with management as to eliminate any cleaning and/or repair charges in addition to carpet cleaning from your security deposit.

DO NOT SHAMPOO the carpet, this is done professionally and will be deducted from your security deposit. Security deposits will be returned within 21 days of your move out date. It is tenant's responsibility to provide management with a forwarding address.

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| <input type="checkbox"/> wash walls to remove streaks, marks, food | <input type="checkbox"/> remove cobwebs from ceilings/walls |
| <input type="checkbox"/> wall/ceiling vents are vacuumed/washed | <input type="checkbox"/> carpeted floors clean (ready for shampoo) |
| <input type="checkbox"/> blinds wiped/washed/cleaned | <input type="checkbox"/> light bulbs replaced in all rooms/garage |
| <input type="checkbox"/> light covers cleaned (if applicable) | <input type="checkbox"/> closets cleaned/washed/vacuumed |
| <input type="checkbox"/> linoleum/ceramic tile floors washed | <input type="checkbox"/> electrical outlet covers intact and clean |
| <input type="checkbox"/> floor baseboards clean/washed | <input type="checkbox"/> window sills clean/free of debris |
| <input type="checkbox"/> outside doors clean and not damaged | <input type="checkbox"/> inside doors clean and not damaged |
| <input type="checkbox"/> kitchen/bathroom cupboards clean/washed out | <input type="checkbox"/> refrigerator clean (in/out/under/behind) |
| <input type="checkbox"/> dishwasher empty and clean (including inside door) | <input type="checkbox"/> microwave cleaned (in/out/under/behind) |
| <input type="checkbox"/> counter tops clean and drawers washed out | <input type="checkbox"/> sinks and faucets are clean |
| <input type="checkbox"/> bathroom mirror/tile/grout/shelves are clean | <input type="checkbox"/> tub and shower/shower walls (sanitized) |
| <input type="checkbox"/> toilet cleaned inside and out (sanitized) | <input type="checkbox"/> garage cleaned, swept and free of debris |
| <input type="checkbox"/> garage door opener returned | <input type="checkbox"/> lawn mowed and free of debris |
| <input type="checkbox"/> sidewalk and boulevard free of debris | <input type="checkbox"/> smoke alarm (present with batteries) |
| <input type="checkbox"/> CO detector (present with batteries) | <input type="checkbox"/> fire extinguisher present/charged/updated |
| <input type="checkbox"/> storage areas emptied and cleaned | <input type="checkbox"/> all keys returned including garage/storage |
| <input type="checkbox"/> range cleaned outside/out/under/behind | <input type="checkbox"/> burners, broiler pans, dials |

Tenants will be charged \$15.00 for each key not returned to the management office by end of lease date. Tenants will be charged \$100 for each missing fire extinguisher and \$50 for each missing alarm.

Tenants personal property left behind at the premises will be stored for 60 days and then disposed of at tenant's expense of \$75.00 per month storage fee.

Tenant Signature

Print Name

Date

Management Signature

Date

Tenants are not allowed to stay any days over the expiration of their lease.