

CHECK-OUT INSPECTION FORM



This form will be used when we do our final apartment walk-through at the end of your lease.

This form is being provided so you know what we will be looking for. This form will be used to assess cleaning charges. All items from list on next page must be cleaned to avoid deductions from your security deposit.

You will need to leave your apartment in good/clean condition. Normal wear and tear will be taken into consideration upon move out inspection. Per your lease agreement the carpets must be professionally steam cleaned. A form will be supplied to you giving you the option to have the carpets cleaned after you move out and save you the hassle. Our only approved vendor at this time is America's Best. If you arrange the cleaning this must be the last thing done before you walk out the door. Call America's Best (608.782.6695) and ask for the Footstep Management discount.

Note: If you had pets per your pet agreement you must also have the carpets deodorized as well. Any other vendor must be approved in advance in writing. Tenants may not clean their own carpet!

Please use the following as a guide for cleaning your apartment upon vacating. Following this guide as closely as possible will insure maximum return of your security deposit. Please note that since our standards may differ; we reserve the right to have final say on whether or not there is additional cleaning that needs to be done. If the cleaning is not done to our standards, we will have the apartment cleaned and money will be retained from your security deposit per your lease agreement. Once the keys have been turned in and the apartment vacated, you will not be called back by us to do any additional cleaning.

We encourage your presence at the move out inspection, therefore please attempt to set an appointment with us. The condition of the unit will be compared against the Property Condition Report (PCR) or Check In-Check Out Form that you were instructed to complete and return at move in. If no PCR/Check In-Check Out form is found in your file, and you are not able to provide us with one, you may be liable for all and any damages found to your apartment.

Per your lease agreement your must be moved out of your apartment and garage no later than noon on _____.

ITEM	RESIDENT CLEANING TASKS	Dam-ages	NOT CLEAN			
KITCHEN						
Range & Oven	Clean stove top; reflector pans clean; oven and broiler pan clean. Pull out bottom drawer and clean underneath. Oven must be cleaned well. When using oven cleaner avoid spraying on the thermostat. Self cleaning – have them clean and remove the ashes from inside. Clean under stove hood					
Refrigerator & Freezer	Refrigerator ON and clean; freezer defrosted and clean. If it has wheels clean behind it and on all sides. Remove all food and wash inside thoroughly					
Sink & Faucets	Sink scrubbed; faucets clean; lime deposits removed. Run baking soda through the disposal. Dishwasher – clean thoroughly and run a Dishwasher Magic to clean out properly.					
Cabinets & Hardware	Cabinets emptied and wiped (washed) out inside and out. Leave no shelf paper.					
Shelves & Counter	Counter tops clean; shelves emptied and clean					
Floors, Walls, Ceiling, and Baseboards	Floors swept and washed. Grout cleaned Walls wiped; woodwork and baseboards wiped down (no dust)					
BATHROOM(S)						
Toilet & Seat	Bowl cleaned; stains removed; outside bowl and baseboards wiped down					
Shower & Tub	Floor and walls scrubbed; stains; mildew, lime removed. Shower curtain removed. Bathtub – must be cleaned and free of soap scum. Use a good cleaner like Zep Tub and Tile (Home Depot) Use a good bug sponge or non abrasive scrubber.					
Sink & Faucet	Faucets clean; sink clean; all lime and soap scum removed					
Medicine Cabinet	All items removed; shelves wiped; mirror clean and free of spots					
Floors, Walls, Ceiling, Baseboards	Floors vacuumed and washed; walls wiped; woodwork and baseboards wiped down (no dust) Clean up grout					
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash window.					
LIVING ROOM						
Carpet	Carpet vacuumed					
Walls & Ceiling	Posters and pictures removed; nails removed; walls wiped down completely					
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash windows inside and out.					
Baseboards	Baseboards and wood work wiped down					
Blinds	Wipe down – use two sponges and a good citrus cleaner. Clean off valances					
Other	Light fixtures wiped clean. Clean out storage space under stairs.					
HALL – PORCH - OTHER ROOM						
Carpet & Floor	Carpet vacuumed; hardwood swept and clean. Wash tile in front entry and clean the grout.					
Walls & Ceiling	Posters and pictures removed; nails removed; walls wiped					
Storms & Screens	Windowsills wiped down; storms and screens in place. Wash windows inside and out.					
Baseboards	Baseboards and wood work wiped down					
Trash Removed	Trash and other items removed					
GARAGE AND PATIO/FRONT AND BACK YARD						
Completely empty, all trash and personal items removed, swept. Excessive oil should be cleaned thoroughly. All belongings should be removed from patio area. All litter (cigarette butts) on your apartment grounds must be picked up.						
BEDROOMS						
	#1		#2	#3		
Carpet & Floor						Carpet vacuumed, clean
Walls						Pictures removed, washed and wiped clean, no tape
Baseboard						Baseboards and woodwork dust removed
Storms & Screens						Sills vacuumed out; storms & screens in and cleaned
Closets						Closets empty; shelves dusted and wiped clean.
Other						

The following is a list of charges per item that you can be charged for non or incomplete cleaning and/or damages. Based on the current rate of \$27.00 per hour

CLEANING

Oven – In/Out	\$50.00
Vent and Hood	\$20.00
Cabinets – In/Out	\$100.00
Refrigerator – In/Out	\$40.00
Dishwasher – In/Out	\$30.00
Scour sinks/each	\$10.00
Vacuum/Mop floors (Max. 3 Bdrm.)	\$120.00
Bathtubs>Showers	\$50.00
Toilets (each)	\$15.00
Bathroom cabinets/closet	\$35.00
Mirrors/each	\$ 6.00
Windows/each	\$15.00
Ceiling Fans/each	\$20.00
Light Fixtures/each	\$10.00
Baseboards/all (Max. 3 Bdrm.)	\$100.00
Closet and shelves/each	\$20.00
Wash down walls/all (Max.3 Bdrm.)	\$300.00
Clean out garage	\$40.00
Cleaning blinds/each	\$25.00
Vents	\$35.00

DAMAGES

Garage Openers	\$35.00
Recycle Bin	\$25.00
Wall repairs/each	cost plus labor
Missing Appliance parts	cost plus labor
Missing/damaged screens/each	cost plus labor
Stove drip pan/ring set	\$18.00
Towel/Toiletpaper holders	cost plus labor
Mirrors/Mirror doors	cost plus labor
Light Fixtures/covers/each	cost plus labor
Refrigerator drawers/shelves	cost plus labor
Remove furniture/each	\$50.00
Remove trash/per bag	\$15.00
Interior door replacement/each	cost plus labor
Exterior door replacement/each	cost plus labor
Carpet stains/each	actual vendor fee
Carpet/tile replace	cost plus labor
Carpet/tile repair	cost plus labor
Excessive nail holes	\$40.00
Missing or damaged blinds	cost plus labor

Any Pet Damage Inside or Outside including but not limited to dead grass or dead shrubs. - Cost plus labor

Address: _____

Date of Check-out: _____

Signature of Resident receiving copy of this form

Date

Signature of Check-out Inspection Agent

Date

Forwarding Address: _____

Phone number: _____

E-mail address: _____