

Check out sheet

Unit# _____

Kitchen:

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Extra charges/notes

| | | |
|---|----|---|
| Sink/facet clean?..... | 5 | metal should be shiny, get around the base of the faucet |
| Cabinets/drawers wiped out? (inside and out)..... | 15 | wipe down the insides/outside of the doors, no spills/splashes, insides no crumbs on shelves |
| Countertops wiped down?..... | 7 | this includes the wall above the counter & stove, the backsplash |
| Under sink clean?..... | 6 | take everything out, wipe it out |
| Microwave clean?..... | 7 | inside and out, inside top gets missed a lot, pull out the tray and wash it |
| Stovetop and dripans clean?..... | 15 | pull up the drip pans and wash inside the top, oven cleaner works good for getting the grease |
| Oven Hood and filter clean?..... | 11 | take the filter out and spray w/ oven cleaner, rinse w/ hot water, do not spray the oven hood with oven cleaner-it will eat the paint off |
| Oven clean?..... | 21 | use oven cleaner, get all food, spills |
| Broiler/Bottom drawer pan clean?..... | 11 | wipe out |
| Refrigerator clean and defrosted? | 25 | inside & out, inside sides, under the bottom drawer too! (UNPLUG, LEAVE DOORS OPEN) |
| Dishwasher clean?..... | 11 | check for food or utensils on the bottom |
| Floor clean and mopped?..... | 6 | in the corners too |

Dawn dish soap works really good for cleaning the kitchen--cabinets, fridge, microwave, etc. Oven cleaner works the best on the insides/outside of the oven/stove. Multipurpose cleaner on the floor. When you finish all the surfaces should be clean and smooth, not greasy. Should smell clean too.

Baths: (EACH BATH)

| | | |
|--|----|--|
| Sink/facet and countertop clean?..... | 4 | around the faucet too. |
| Bathtub/Shower?..... | 25 | all soap scum scrubbed out, surfaces smooth, curtain/hooks removed |
| Toilet clean?..... | 6 | inside and out, toilet seat, around base, up under the rim is missed a lot |
| Mirror and cabinet and/or linen closet clean?..... | 3 | streak free, inside shelves and walls |
| Floor clean and mopped?..... | 6 | in the corners too |
| Under sink clean?..... | 6 | wipe it out, wipe off the doors too |

Multipurpose cleaner works well for most of the bathroom but you will need a soap scum cleaner for the bathtub. Soap scum is really hard to get off. Scrubbing bubbles is the best I have found in a regular store. All surfaces should be smooth and clean. Should smell clean

Living Room:

| | | |
|--|----|--|
| Floor and baseboards vacuumed?..... | 20 | wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture!! |
| Furniture clean/dusted, good condition?..... | 10 | pull the cushions on the couches and vacuum, wipe all surfaces |
| Closet | 5 | dust the shelf, vacuum/sweep the floor, edges too |
| Windows and patio doors clean?..... | 11 | windows; inside only--patio doors inside and out Streak Free, vacuum out tracks, wipe off window sills |

Sweep along the baseboards, vacuum the carpets--UNDER the furniture also--We do check. Vacuum inside the couch. Dust all furniture. We only expect you to wash the insides of the windows. But the patio doors should be done inside and out.

Bedroom (EACH BEDROOM)

| | | |
|--|------|--|
| Floor and baseboards vacuumed?..... | 10 | wipe off the baseboards, use vacuum edger around the edges of carpet, move the furniture!! |
| Furniture dusted/ good condition?..... | 8 | wipe out inside drawers and outside surfaces, if there are any shelves on the walls dust them off too |
| Closet | 5 | dust the shelf, vacuum the floor, edges too, if you took the doors off put them back on |
| Windows and windowsills clean?..... | 6/15 | windows; inside only--patio doors inside and out Streak Free, vacuum out tracks, wipe off window sills |

Sweep along the baseboards, vacuum the carpets--UNDER the furniture also--We do check. Vacuum inside the couch (remove the cushions, then put them back on). Dust all furniture. We only expect you to wash the insides of the windows. But the patio doors should be done inside and out.

Misc.

| | | |
|---------------------------------------|-------------|--|
| Power left on?..... | actual cost | leave them on until Aug 15--we only will use power & water when cleaning |
| Water left on?..... | actual cost | The last tenants left them on so we could clean & paint for you. :) |
| Utility room clean?..... | 6 | sweep and wipe off the floor, remove all garbage |
| All vents clean | 10 | sweep all the vents, ceiling & wall |
| All closet doors on?..... | 5/each | |
| Trash or other items left?..... | 5/bag | take everything with you, double check under sinks |
| Smoke detector has working batteries? | 5 | you started with a working smoke det. You have to end w/ one |
| Fire extinguisher in apt and charged | 10 | If the fire ext needs to be replaced please let us know why. christy@baileyapartments.com |
| Balcony clean?..... | 35 | sweep, remove everything--even patio furniture. |
| Remove cement blocks..... | \$5/each | |
| All light bulbs work?..... | \$1/each | check all the lamps and light fixtures. |
| Shampoo carpets | actual cost | (2007 cost) 1br-\$75 2br-\$85 3 br-\$95 4br-\$105 You may have the carpets done yourself, you MUST provide a receipt from a reputable company when you turn in your keys to avoid being charged. |

Damage:

| | |
|-------------------------------------|--|
| Furniture..... | |
| Blinds/curtains..... | |
| Walls (\$1 per sticky on wall)..... | |

total _____

Our goal is to provide you with the information necessary to clean the apartment yourselves. This will save you a lot of money. Most of the charges against a security deposit are due to cleaning charges. If you have any questions at all please ask us. If you attempt to clean something and we only have to touch up, you will only get a partial charge.

If you want to schedule a walk thru with a member of Bailey's staff you will have to call ahead. We will not do any walk thrus until all of your apartment keys have been turned in. Once an walk thru has been done you will not be allowed to go back in and clean more. You will have to schedule your walk thru in advance. We do not do walk thrus on the last day of leases. We simply do not have the time or staff. Occasionally our cleaners will change the charges or add something to the charges, when they are cleaning they sometimes notice more than whoever is doing the walk thru. This is not very common and we are as detailed as possible when doing the walk thru.

This is the check out sheet that we use when checking out apartments when a tenant moves out. These are charges that will come out of your security deposit. On the right side are some suggestions you can use when cleaning your apartment.