

Standard Vacating Checklist

The following responsibilities are to be completed by the resident before vacating an apartment. For your convenience, the following is a checklist of items to be cleaned before the final inspection and the standard range of charges for failure to do so. **THE APARTMENT MUST BE VOID OF ALL PERSONAL BELONGINGS BEFORE AN INSPECTION MAY TAKE PLACE.** All charges listed are estimates and could result in higher charges depending on the extent of the damages and/or increase in vendor pricing. Any labor required correcting damage, unusual wear and tear, cleaning or disposal of articles left behind will be figured at current contractor prices. Please complete the following items where applicable.

~ **DO NOT TURN OFF ELECTRICITY UNTIL THE EXPIRATION DATE OF YOUR LEASE.** Please refer to line #20 of your lease: "Resident is responsible for contacting the local power and/or gas company to initiate service and must maintain electric and/or gas service during the tenure of the lease to avoid damage to the premises."

~ **Provide the Welcome Center with an address to which the security deposit may be mailed. Do this by completing the Vacating Notice at least 120 days prior to the lease expiration date. Failure to provide a forwarding address may result in a delay in the return of any applicable security deposit.**

1. Clean apartment thoroughly.
2. Walls must be free of dirt, grease and fingerprints. Scuff marks and damage to wall from hard use or as a result of moving will be estimated accordingly. Nail holes, depending on size/number, \$2 & up per hole. Larger holes causing plaster damage will be estimated accordingly. The charge for double-faced tape is \$10 & up per piece. The air vent should also be cleaned, \$5-\$10.
3. Range/drip pans, chrome trim, and the surfaces under the range elements should be cleaned and free of spills and burned-on grease splatters. Oven racks and grill interior surfaces should be free of grease and carbon residue (including sides, bottom and top). Replacement cost \$10-\$60. Be sure to rinse oven free of any oven cleaner used. Do not spray oven cleaner on warm oven bulbs. Drip pans, \$7-\$25. Clean underneath hood and wash mesh screen on exhaust fan. Check light bulb under hood and replace if necessary.
4. Refrigerator should be defrosted and cleaned inside, outside and behind, \$10-\$25. Check pan underneath refrigerator and ensure all shelves are clean. Clean dust from under refrigerator. Interior light bulb must be present and functioning. Do not remove ice trays or vegetable drawers; these must be present and clean. Ice tray replacement, \$3 each. Vegetable drawers, covers and shelves are charged based on current vendor price.
5. Clean interior and exterior of dishwasher, including around and inside of door, \$5-\$15. Damage to be estimated.
6. Kitchen walls and door frame must be clean. Cabinets must be empty and cleaned inside and out. Shelf paper must be removed; removal charges to be estimated, \$10-25 per cabinet. Remove paper towel rack if installed by resident, removal charge \$2-\$5.
7. Vinyl flooring should be cleaned and any wax buildup should be removed. Be sure to clean corners of the room as well as the baseboards, \$10-\$50 per room. Kitchen flooring replacement, \$185 & up. Bathroom flooring replacement, \$120 & up.
8. Clean entry door, \$15. Interior door damage (scratches), refinish one side \$5-\$15, refinish both sides \$10-\$30. Holes or broken surface, \$15 each. Entry door replacement \$255. Front door facing and frame replacement, \$200. Change complete master lock and door knob, \$35.
9. Light fixtures: All bulbs are to be in working order. Clean grease and dust film from all glass fixtures. Clean out dirt and insect accumulation. Replacement of all bulbs, \$5 per bulb.
10. Carbon Monoxide & Smoke Detectors: CO and smoke detector(s) are to be in place and undamaged. Tampering with batteries, damage or removal of detector(s) will result in a \$50 replacement charge.
11. Carpeting must be shampooed and vacuumed. The carpet should be in the same condition as when the apartment was originally turned over to the resident, less normal wear and tear. Burn marks, pet damage, smoke odor and stains are not considered normal wear and tear. Carpets must be cleaned on a regular basis to prevent build-up in the traffic areas thus creating dark stains. If cleaning with a dry shampoo method, a professional company should be used for maximum cleaning performance.

The following are standard charges* for shampooing carpet at the time of vacate:

1 BR = \$50 2 BR = \$65 3 BR = \$75 4 BR = \$125 Dens are an additional \$10.

The following are standard charges* if the inspector determines only a light cleaning is required:

1 BR = \$25 2 BR = \$32.50 3 BR = \$37.50 4 BR = \$62.50 Dens are an additional \$5.

The following are standard charges* if the inspector determines a heavy cleaning is required:

1 BR = \$100 2 BR = \$130 3 BR = \$150 4 BR = \$250 Dens are an additional \$20.

* All damages to be estimated. Charges to restore or replace damage to flooring will be figured at current contractor pricing.

12. Bathrooms must be thoroughly cleaned, \$40-\$95. All rubber decals in tub area must be removed, \$20. Rust spots, \$20. Be sure to clean around tub area for any soap buildup. Replacement cost of medicine cabinet, \$50. Medicine cabinet door, \$25. Wall mirror, \$25.
13. Charges to repair or replace damaged closet doors, appliances, fixtures, screen and windows will be estimated.
14. Patios and balconies must be cleaned and all debris must be removed, \$15-\$50. The sliding glass door track should be clean and free of dirt or debris, \$5-\$15. Resident will be charged for painting, cleaning or board replacement on balconies where excessive grease, stains or dirt are present. Resident must remove all items and clean assigned storage bin, \$35.
15. Windows, windowsills and window tracks must be cleaned, \$10-\$20 per window. **ALL SCREENS MUST BE PRESENT AND CLEAN.** Replacement charge for window screen, \$25. Patio door screen, \$65-\$74. Window blinds must be washed, \$5-\$10 per set. Vertical Blinds cleaned, \$25. Replacement charge for window blinds, \$25 and vertical blinds, \$85.
16. All door keys, mailbox key, weightroom key (if applicable), pool pins and pet tags must be returned to the Welcome Center on or before the lease expiration date. Also, remove name from mailbox. If all keys are not returned, the resident will be charged for lock replacement. Charges for a front door knob lock is \$25, a weightroom key \$25, and a mailbox lock is \$7.
17. Removal of odors from any area of the apartment, such as cigarette smoke, pet or cooking odors, will be charged to the resident. Odors include, but are not limited to; smoke, cooking, pet etc... Additional costs may include, but are not limited to painting, air purifying treatments and restoration and/or replacement of affected carpeting and fixtures. Prices will be based on current vendor pricing, materials and labor.
18. All personal items must be removed from the apartment by the lease expiration date or resident will be charged removal and storage fees.
19. All rent must be paid through the lease expiration date. Failure to pay rent as outlined in your lease agreement will result in late fees to your account. Residents that surrender possession of their apartment home prior to their lease expiration, as noted on their Notice of Vacating, are responsible for their apartment home through the lease expiration. If early lease termination results from early surrender of apartment home, management reserves the right to bill administrative fees equivalent to the Re-rental fee.

We thank you for your cooperation in turning the apartment over in good condition. All residents have the right to be present at the inspection of the apartment upon termination of the lease; however, your request should be submitted in writing 2 weeks prior to your lease expiration date for an appointment to be arranged.