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### Move Out Cleaning Checklist

Use this form as a guide to clean your apartment. We will use the Move Out Charge Sheet to assess whether your account should incur any charges. You will want to use both of these as guides during your move out process.

You must remove all furniture and trash from your unit. You will be heavily fined for abandoning or leaving any items in your apartment or in front of your door. If you have bags of trash that you need to dispose, you may call our office and get directions to a dumpster. You must take large items you no longer want to a landfill or a salvation place. The dumpsters are for household garbage and if you overload them with furniture, you will be charged the dumpster fee.

#### **Kitchen:**

- Dishwasher
- Refrigerator
- Oven
- Stove Top
- Range Hood
- Drip Pans
- Floor
- Cabinets (cleaned inside and out)

#### **Living Room:**

- Ceiling Fan and/or Light Fixture
- Floors
- Baseboards
- Window Sills
- Blinds

#### **Bedrooms:**

- Ceiling Fan and/or Light Fixture
- A/C Vents Cleaned
- Floors Vacuumed
- Window Sills
- Blinds

#### **Bathrooms:**

- Fixtures
- Mirrors
- Tub
- Toilets
- Sink
- Floor
- Cabinets

#### **Laundry Room:**

- Swept
- Mopped
- Appliances (cleaned inside and out)
- Dryer Vent Cleaned

#### **Water Heater Closet:**

- Free of dust/debris/mold