

Apt. 1102

Final Check-out

Listed below is a checklist of all items that need to be cleaned before checking out. For more information about what is required for each item, please refer to the Final Checkout - **Detailed Cleaning Instructions** attached here, available online or at the ParkView Office. All items must be cleaned even if there are vacancies in the apt. Divide up unassigned items between the tenants (write in name next to item).

Job #1 Refrigerator / Microwave / Dishwasher / Porch

Name: _____ Bedroom # _____ *
 Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +
 Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

- ☐ Fridge
- ☐ Walls, Switches, Outlets, Vent Covers (kitchen & dining room)
- ☐ Baseboard & Trim (kitchen & dining room)
- ☐ Microwave
- ☐ Dishwasher
- ☐ Front Porch, Stairs, Front Door

Job #2 Kitchen / Laundry

Name: _____ Bedroom # _____ *
 Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +
 Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

- ☐ Floor (kitchen & dining room)
- ☐ Counters, Table, Chairs
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Washer
- ☐ Dryer
- ☐ Floor (laundry)
- ☐ Shelves, Dust-Collecting Surfaces (laundry)

Job #3 Oven / Hallway / Kitchen Windows

Name: _____ Bedroom # _____ *
 Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +
 Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

- ☐ Oven (oven/stove)
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Windows & Blinds (kitchen & dining room)
- ☐ Floor (hallway)
- ☐ Baseboard & Trim (hallway)

Job #4 Bathroom

Name: _____ Bedroom # _____ *
 Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +
 Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

- ☐ Walls, Switches, Outlets, Vent Covers
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim Bathroom
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Window (bathroom)

Job #5 Living Room / Kitchen Cabinets

Name: _____ Bedroom # _____ *
 Moving out? _____ Bed (L or R) _____ Desk (L or R) _____ +
 Key returned? _____ Dresser (L or R) _____ Closet (L or R) _____

- ☐ Walls, Switches, Outlets, Vent Covers
- ☐ Floor - Vacuum. Use hose around edges
- ☐ Baseboard & Trim
- ☐ Light Fixture
- ☐ Couches
- ☐ TV and Cubby/Shelves
- ☐ Window (living room)
- ☐ Cupboards, Cabinets and Drawers (Kitchen)

Bedroom (& bed L R M)

1L	1R	2L	2R	3	Bedroom # *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walls, Switches, Outlets, Vents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baseboard & Trim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk & Chair (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dresser
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bed Frame
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows (bedroom)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door, Door Trim
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light Fixture(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check Furniture Arrangement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Walkthrough