

Bldg. 3 Apt # _____

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 / Kitchen Walls / Appliances / Living Room

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)
- ☐ Baseboard & Trim (kitchen)
- ☐ Microwave
- ☐ Dishwasher
- ☐ Walls, Switches, Outlets, Vent Covers (living room)
- ☐ Floor - Vacuum. Use hose around edges. (living room)
- ☐ Baseboard & Trim (living room)
- ☐ Light Fixture (living room)
- ☐ Couches
- ☐ TV and Cubby/Shelves
- ☐ Window (living room)
- ☐ Closet (living room)
- ☐ Front Porch, Stairs, Front Door

Job #2 Kitchen Floor / Counters / Oven / 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)
- ☐ Counters, Table, Chairs
- ☐ Garbage & Surrounding Area (kitchen)
- ☐ Range (oven/stove)
- ☐ Range Hood
- ☐ Floor (under range)
- ☐ Window(s) & Blinds (kitchen)
- ☐ Washer
- ☐ Dryer
- ☐ Floor (laundry)
- ☐ Shelves, Dust-Collecting Surfaces (laundry)

Job #3 Bathroom / 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 (bathroom)
- ☐ Floor (bathroom)
- ☐ Baseboard & Trim (bathroom)
- ☐ Toilet
- ☐ Vanity
- ☐ Vanity Light fixtures, Mirror
- ☐ Tub & Shower, Faucet
- ☐ Shelves (if any)
- ☐ Window (bathroom)
- ☐ Cupboards, Cabinets and Drawers (Kitchen)

Bedroom (& bed L or R)

1L 1R 2 Bedroom # *

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walls, Switches, Outlets, Vents |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Baseboard & Trim |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Closet |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Desk & Chair (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dresser |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bed Frame |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Windows (bedroom) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Door, Door Trim |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Light Fixture(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check Furniture Arrangement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Final Walkthrough |