

Bldg. 4 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 - Living Room / Microwave, Dishwasher / Laundry Area

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 (living room)
- Floor - Vacuum. Use hose around edges (living room)
- Baseboard & Trim (living room)
- Light Fixture
- Couches
- Closets (living room, laundry area)
- TV and Cubby/Shelves
- Window (living room)
- Microwave
- Dishwasher
- Walls (laundry)
- Floor (laundry)
- Washer
- Dryer
- Shelves/Cupboards, Dust-Collecting Surfaces (laundry)

Job #2 Refrigerator / Kitchen Walls // Bathroom

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)
- Walls, Switches, Outlets, Vent Covers (bathroom)
- Floor (bathroom)
- Baseboard & Trim (bathroom)
- Toilet
- Vanity
- Vanity Light fixtures, Mirror
- Tub & Shower, Faucet
- Shelves / Medicine Cabinet

Job #3 Kitchen Floor / Table and Chairs / Kitchen Cabinets

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)
- Cupboards, Cabinets and Drawers (Kitchen)

Job #4 Oven / Kitchen Window / Front Porch

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

- Range (oven/stove)
- Range Hood
- Floor (under range)
- Window & Blinds (kitchen)
- Front Porch / Stairs, Front Door

Bedroom (& bed L or R)

1L 1R 2L 2R Bedroom # *

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------------|
| <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"/> | Floor |
| <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"/> | Closet |
| <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"/> | Dresser |
| <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"/> | Windows (bedroom) |
| <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"/> | Light Fixture(s) |
| <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"/> | Final Walkthrough |

* bedrooms are numbered clockwise starting from the front door

+ if applicable