Apt. 6102
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 / 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 (living room)**
- [ ] **Floor - Sweep & Mop (living room)**
- [ ] **Baseboard & Trim (living room)**
- [ ] **Light Fixture**
- [ ] **Couches**
- [ ] **TV and Cubby/Shelves**
- [ ] **Window (living room)**
- [ ] **Cupboards, Cabinets and Drawers (Kitchen)**

Job #2 Refrigerator / 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 (bathroom)**
- [ ] **Floor (bathroom)**
- [ ] **Baseboard & Trim (bathroom)**
- [ ] **Toilet**
- [ ] **Vanity**
- [ ] **Vanity Light fixtures, Mirror**
- [ ] **Tub & Shower, Faucet**

Job #3 Kitchen Floor, Walls / Appliances / Counters

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

- [ ] **Floor (kitchen)**
- [ ] **Walls, Switches, Outlets, Vent Covers (kitchen)**
- [ ] **Baseboard & Trim (kitchen)**
- [ ] **Counters, Table, Chairs**
- [ ] **Garbage & Surrounding Area (kitchen)**
- [ ] **Range (oven/stove)**
- [ ] **Range Hood**
- [ ] **Floor (under range)**
- [ ] **Window & Blinds (kitchen)**
- [ ] **Microwave**
- [ ] **Dishwasher**

Job #4 Hallway / Laundry Room / Porch

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

- [ ] **Hallway**
- [ ] **Closet (hallway)**
- [ ] **Floor (laundry room)**
- [ ] **Baseboard & Trim (laundry room)**
- [ ] **Door, Door Trim (laundry room)**
- [ ] **Washer**
- [ ] **Dryer**
- [ ] **Window (laundry room)**
- [ ] **Shelves, Dust-Collecting Surfaces**
- [ ] **Front Porch/Stairs Front Door**

Bedroom (& bed L or R)

1L	1R	2L	2R	*Bedroom #* *
☐	☐	☐	☐	**Walls, Switches, Outlets, Vents**
☐	☐	☐	☐	**Floor**
☐	☐	☐	☐	**Baseboard & Trim**
☐	☐	☐	☐	**Closet**
☐	☐	☐	☐	**Desk & Chair (if applicable)**
☐	☐	☐	☐	**Dresser**
☐	☐	☐	☐	**Bed Frame**
☐	☐	☐	☐	**Windows (bedroom)**
☐	☐	☐	☐	**Door, Door Trim**
☐	☐	☐	☐	**Light Fixture(s)**
☐	☐	☐	☐	**Check Furniture Arrangement**
☐	☐	☐	☐	**Final Walkthrough**