

## Tenant-Cleaning Form

Moving Out: You are required to be out of your apartment by 11:00 a.m. on the last day of your lease. PLEASE COMPLETE THIS FORM AND LEAVE ON COUNTER. List all damages and items that need repair.

**ADDRESS:** \_\_\_\_\_ **Unit #:** \_\_\_\_\_

**TENANT(S):** \_\_\_\_\_

<u><b>KITCHEN</b></u>	Notes
Stove Top/Behind Knobs	
Hood Fan/Drawer	
Floor Under Stove	
<b>Drip Pans</b> -Clean or Replace	
Oven/Door/Racks	
<b>Refrigerator/Freezer:</b> Inside	
Outside	
Behind	
Underneath	
<b>Dishwasher</b> -Interior/Exterior	
Cutting Board	
Sink/Strainers/Faucets	
<b>Cupboards:</b> Inside/Outside/Top	
Walls/Ceiling	
Light Fixtures/Bulbs	
Countertops	
Sweep/Mop Floors	
<u><b>DINING ROOM</b></u>	Notes
Sweep/Mop Floors	
Door	
Walls/Ceiling	
Light Fixtures/Bulbs	
Windows/Ledges	

<u><b>BATHROOM</b></u>	Notes
Cabinets	
<b>Toilet</b> -Bowl/Lid/Seat/Base	
Sweep/Mop Floors	
Tile/Caulk	
Towel Racks	
Sink/Faucets	
Countertops	
Mirror	
<b>Sink Cabinet</b> -Interior/Exterior	
<b>Shower</b> -Walls/Top Edge/Spout	
<b>Bathtub</b> -Faucet	
Walls/Ceilings	
Exhaust Fan Cover	
Light Fixture/Bulbs	
<u><b>BEDROOM(1)</b></u>	Notes
<b>Vacuum</b> -Carpet/Edges/Closet	
Walls/Ceiling	
Windows/Ledges	
Blinds	
Light Fixtures/Bulbs	
Ceiling Fan/Blades	
Closet Shelves/Doors	

		<b>BEDROOM(2)</b>	Notes
		<b>Vacuum</b> -Carpet/Edges/Closet	
<b>LIVING ROOM</b>	Notes	Walls/Ceiling	
<b>Vacuum</b> -Carpet/Hallway/Edges		Windows/Ledges	
Doors		Blinds	
Walls/Ceiling		Light Fixtures/Bulbs	
Light Fixtures/Bulbs		Ceiling Fan/Blades	
Windows/Ledges		Closet Shelves/Doors	
Blinds			
A/C Filter/Vents		<b>LAUNDRY</b>	
<b>A/C Cover accounted for</b>		Floor/Walls/Shelves	
Patio Door Track		<b>Dryer</b> -Inside/Outside/Vent	
		<b>Washer</b> -Inside/Outside	

**KEYS:** Security Door \_\_\_\_\_ Apartment Door \_\_\_\_\_ Mail \_\_\_\_\_ Garage Key \_\_\_\_\_ Remote \_\_\_\_\_

**CARPETS:** Must be cleaned. Please receipt/bill on counter if professionally cleaned \_\_\_\_\_

**DOORS/TRIM:** Must be washed and free of dust. \_\_\_\_\_

**HEAT REGISTERS:** Must be washed and free of dust. \_\_\_\_\_

**GARAGE:** Must be emptied, swept and nails removed. \_\_\_\_\_

**SATELLITE DISH:** Must be removed. \_\_\_\_\_

**SMOKE DETECTORS/FIRE ALARMS/LIGHT & OUTLET COVERS FREE OF DUST** \_\_\_\_\_

\_\_\_\_\_  
 Tenant's Signature                      Date

\_\_\_\_\_  
 Tenant's Signature                      Date

**Tenant's Forwarding Address and Phone #:**

\_\_\_\_\_  
 \_\_\_\_\_

<b>BATHROOM (2)</b>	Notes
Cabinets	
<b>Toilet</b> -Bowl/Lid/Seat/Base	
Sweep/Mop Floors	
Tile/Caulk	
Towel Racks	
Sink/Faucets	
Countertops	
Mirror	
<b>Sink Cabinet</b> -Interior/Exterior	
<b>Shower</b> -Walls/Top Edge/Spout	
<b>Bathtub</b> -Faucet	
Walls/Ceilings	
Exhaust Fan Cover	
Light Fixture/Bulbs	
<b>BEDROOM(3)</b>	Notes
<b>Vacuum</b> -Carpet/Edges/Closet	
Walls/Ceiling	
Windows/Ledges	
Blinds	
Light Fixtures/Bulbs	
Ceiling Fan/Blades	
Closet Shelves/Doors	