

FOR OFFICE USE ONLY

Received by

Member: (Initials) _____

Date:

Carpathia

Representative : _____

**MEMBER (MOVE OUT)
RESPONSIBILITY
CHECK LIST**



The "Member (Move Out) Responsibility" sheets have been created in a handy check list format so that as you complete the required items, you can check them off.

These complete forms will be filed with your move out inspection form. Charges will be assessed individually for any cleaning and/or repairs required if other than normal wear and tear is evident.

If you're uncertain of any of the following cleaning procedures, please contact the office.

KITCHEN:

- Remove all grease residues from top of cupboards and doors, walls, appliances, countertops, and exhaust fan vent cover
- Wipe out inside of cupboards, and remove any paper or vinyl shelf liners
- Wipe down countertops
- Clean sink (stopper must be present)
- Clean oven, stovetop, and spill trays
- Clean fridge (inside and out) including door gasket
- Clean stove, racks and broiler pan
- Pull out fridge and stove and wash beneath
- Replace any missing or burned out light bulbs (including appliance light bulbs)
- Remove and wash light fixture (all fixture covers must be present)
- Clean all electric outlet and light switch plates (all plates must be present)
- Wash floor

BATHROOM:

- Wipe out vanity cupboard, drawers, and medicine cabinet
- Clean all mirrors
- Clean the bathtub, sink, shower tiles, and remove dust from exhaust fan vent cover
- Clean toilet (inside & out)
- Remove & wash light fixture (all fixture covers must be present)
- Replace any missing or burned out light bulbs
- Clean all electric outlet and light switch plates (all plates must be present)
- Check walls and wipe down
- Wash floor

MEMBER (MOVE OUT) RESPONSIBILITY (CONT'D)

BEDROOM(S):

- Vacuum and wash window tracks
- Clean inside of window
- Dust closet shelves, vacuum closet tracks
- Clean all electric outlet and light switch plates (all plates must be present)
- Replace any missing or burned out light bulbs (all fixture covers must be present)
- Check walls and wipe down
- Wash floor (if not carpeted)
- Shampoo carpet (if applicable — provide copy of carpet cleaning invoice; Rug Doctor not accepted)

LIVINGROOM/DININGROOM/HALLWAYS:

- Vacuum and wash window tracks
- Clean inside of window (outside if on balcony)
- Clean all electric outlet and light switch plates (all plates must be present)
- Replace any missing or burned out light bulbs (all fixture covers must be present)
- Check walls and wipe down
- Wash floor (if not carpeted)
- Shampoo carpet (if applicable — provide copy of carpet cleaning invoice — Rug Doctor not acceptable)

STORAGE ROOM:

- Wash floor
- Replace any missing or burnt out light bulbs (all fixture covers must be present)
- Check walls and wipe down

Basement: (if applicable):

- Wipe down hot water tank and furnace (if applicable)
- Replace any missing or burnt out light bulbs
- Vacuum & wash window tracks

BALCONY (if applicable):

- Clean balcony area of any debris
- Remove any carpet
- Replace any missing or burnt out light bulbs (all fixture covers must be present)

YARD (if applicable):

- Clean yard area of any debris
- Remove any dog waste and clean area
- Cut grass
- Remove all items from shed (if shed is old one attached to fence)

- ALL DOG EXCREMENT MUST BE PICKED UP AND DISPOSED OF. If dog excrement is not removed, we will have Scoopy Doo attend to the yard and your account will be charged.**