



### Apartment Inspection Form

Full Name: \_\_\_\_\_ Number of Keys issued: \_\_\_\_\_

Circle one: *Clements* *Mason* *Phillips* Apt #: \_\_\_\_\_

**CHECK-IN (Complete this section when moving in)**

Please note any damages before moving in to avoid being billed for them either during the year or at time of check out. Damages includes stains, marks, holes, etc. to carpet, floors, doors, walls, windows, furnishings, sinks, cabinets, stove, refrigerator.

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

I understand that in order to receive all of my security deposit back, my apartment must be left clean (see requirements below) and I must follow all check-out requirements. I understand that I will be billed for ALL damages even if they exceed the amount of the security deposit. Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECK-OUT (Use this section as a cleaning guide.) - to be completed by RA, RD, or Maintenance Dept.**

**Cleaning (schedule 1-2 hours for thorough cleaning)**

- \$25 Wash walls, doors, door frames, baseboards, heaters, switches, light fixtures, ceiling fan blades, furniture.
- \$10 Vacuum floor and mopping, including behind and underneath furniture.
- \$20 Clean windows and frames. (no stickers)
- \$25 Clean sinks, counters, cabinets (inside and out) in the bathroom.
- \$15 Scrub toilet bowl and clean seat, lid, tank.
- \$15 Clean shower stall and tub.
- \$10 Wash bathroom floor, including behind toilet.
- \$25 Clean sinks, counters, cabinets (inside and out) in the kitchen.
- \$25 Clean oven and stove including drip pans and under burners. Remove any baked-on food from oven, rack, and element.
- \$25 Remove all food items from refrigerator. Clean shelves, trays, and drawers. Wipe down the exterior.

\$ \_\_\_\_\_ **Total Cleaning Charges**

**Damages (including stains, marks, holes,etc)**

Details of damages:  Carpet  Floors  Doors  Walls  Furnishings  Bathroom Fixtures  Kitchen Fixtures

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

\$ \_\_\_\_\_ **Total Damage Charges**

**Keys and Check-out**

- \$75 All personal belongings removed. (Including storage units, a monthly storage fee will be charged for any items left behind.)
- \$50/month Storage of personal belongings for 1 year from date of vacancy. Please refer to Lease Agreement for more information.
- Deposit Forfeited Keys not returned

\$ \_\_\_\_\_ **Total Check-out Charges**

Check-Out completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**REFUND TOTAL - to be completed by Business Office**

\$ \_\_\_\_\_ security deposit paid less \$ \_\_\_\_\_ in cleaning/damages equals \$ \_\_\_\_\_ to be refunded to student.

**Completed Form MUST be returned to the Business Office upon Check-Out or the Security Deposit will be Forfeited.**