

TENANT MOVE-OUT CLEANING AND MINIMUM CHARGE CHECKLIST

Move Out Date: _____

Tenant Name(s): _____

Address & No: _____

City _____ State _____ Zip _____

- Please fill out this entire form and provide a copy to your Landlord/Property Manager when you return your keys.
- Make sure you mark any damaged on the second page.
- Arrange for utilities to stop on your last day.
 - For gas, go to www.nstar.com and click the link at left to "Start, Transfer, or Stop Service" or call 1-800-592-2000.
 - For electrical, go to <https://www.nationalgridus.com/masselectric/> (or www.nationalgrid.com and navigate to the Massachusetts page) and click "Stop Service," or call 1-800-322-3223.
 - For cable, if you have cable, or other phone service, call your provider. Charter: 1-888-438-2427.
- Go usps.com to arrange for mail forwarding to your new address.
- Please leave your forwarding address for your security deposit.

Address & No: _____

City _____ State _____ Zip _____

There will be charges for carpet stains or tears, plaster damage, and any other damage beyond normal wear and tear. To avoid wall damage, do not use adhesives. Hang pictures with a finish nail in a stud or with a special wall hanger and a predrilled hole. If you cannot do this yourself, ask for help! We want you to feel at home.

Listed below are items that will be reviewed for cleaning and/or replacement. Charges will be deducted from Tenant's security deposit refund or charged to Tenant if left unclean, missing, or damaged. Please note that items are not limited to only those listed below and may include other items depending on the extent of the cleaning and or damage. All charges to the Tenant shall be determined as required by the extent of the damage or loss and shall represent the fair and reasonable cost of repair and replacement.

Animal Owners: Policy is to clean and deodorize the carpet upon move-out regardless of whether the pet was authorized. Damage including pet odor, deodorizing or repairs to the carpet, pad, or sub-floor and other damage in the apartment (i.e., torn blinds, scratched doors, etc.) are not considered normal wear and tear. Charges for pet cleaning are not restricted or limited by any length of residence. Carpet cleaning may require a charge for equipment rental.

Trash Out: There will be a charge per trash bag of items removed and a charge per bulk item (i.e., an item that is too large and heavy to fit in a city trash bag). **Do not** discard bulk items by leaving them at the curb. The city waste contractor must be notified and a special pick up scheduled.

General items to be cleaned throughout the apartment

- | | |
|--|---|
| <input type="checkbox"/> Baseboards | <input type="checkbox"/> Switch and plug plates |
| <input type="checkbox"/> Ceiling fans | <input type="checkbox"/> Vacuum carpet |
| <input type="checkbox"/> Doors and handles | <input type="checkbox"/> Mini blinds |
| <input type="checkbox"/> Light fixtures | <input type="checkbox"/> Window sills |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Windows (inside) |
| <input type="checkbox"/> Floors | <input type="checkbox"/> Woodwork and walls |

Kitchen Cleaning

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Burners | <input type="checkbox"/> Oven broiler |
|----------------------------------|---------------------------------------|

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- ☐ Cabinets and drawers
- ☐ Defrost refrigerator
- ☐ Dishwasher (inside and out)
- ☐ Exhaust hood
- ☐ Garbage disposal

- ☐ Oven racks
- ☐ Refrigerator (inside and out)
- ☐ Sink and hardware
- ☐ Stove

Bathroom Cleaning

- ☐ Cabinets and drawers (inside and out)
- ☐ Mirrors
- ☐ Tub/shower surround

- ☐ Sink/tub/shower faucet hardware
- ☐ Toilet (inside and out)

To note that something is missing, needs repairs or broken, enter a comment number and enter comments in corresponding space below. Attach additional sheets if necessary or write on the back of this form.

	Back & Front Entrance	Living Room	Dining Room	Kitchen	Halls	Bedroom 1	Bedroom 2	Bedroom 3	Bath 1
Walls									
Wallpaper									
Faceplates									
Woodwork									
Ceilings									
Lights									
Floors									
Windows									
Latches									
Blinds									
Screens									
Doors									
Cabinets & draws									
Counters									
Refrigerators									
Dishwasher									
Sink									
Stove									
Oven									
Disposal									
Mirrors									
Bathtub									
Shower									
Toilet									
Towel Rack									
Bath Heater									
Exhaust Fan									
Carbon monoxide & Smoke detector									
A/C units									
Heater									
Balcony									

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Comments:

1. _____
2. _____
3. _____
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28. _____

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____