

## Deposit Refund List - Helpful Hints

**We want you to get your deposit back! Please fill out a move-in inventory checklist.**

**1) Fulfill your lease. Give us a written 30 day notice to move. Move out on date given in notice.**

**2) Make sure all trash is removed from the yard, outside storage rooms, garages and from the inside of the house.**

**3) Remove any large furniture. If you cannot move furniture call Salvation Army for FREE pickup!**

**4) Clean**

- Floors and baseboards
- Bathroom – tub, sink, inside cabinets, windows, light fixtures.
- Kitchen – cabinets, sink, windows, appliances
- Ceiling fans and light fixtures
- Carpet as best as you can

**5) Mow yard and trim bushes**

**6) Paint any walls, cabinets, etc. that you paint, back to original color**

**Overall, leave your house as it was when you moved in and you will get your deposit back.**

# Move-In/Move-Out Check List

**MUST BE RETURNED WITHIN 7 DAYS OF MOVE IN**

Property address: \_\_\_\_\_

(1) This form is to be completed by resident upon Move-In and by Landlord upon Move-Out.  
 (2) This form is for the protection of our residents. Any shortage of fixtures or appliances, damage to property, unusual wear to the property will be charged to the tenant.

Date keys given to tenant: \_\_\_\_\_

Date returned to Landlord: \_\_\_\_\_

|  | MOVE IN | MOVE OUT | CHARGES |
|--|---------|----------|---------|
| <b>KITCHEN - CABINETS CLEAN</b>  |         |          |         |
| cabinets clean   |         |          |         |
| <b>COUNTER TOP CONDITION</b>   |         |          |         |
| <b>FAN, FILTER, VENT-A-HOOD - CLEAN</b>                                    |         |          |         |
| <b>BATHROOM #1 - CLEAN</b>   |         |          |         |
| soap dishes, towel bars  |         |          |         |
| shower rod, toilet paper holder, shower head                               |         |          |         |
| plumbing works properly  |         |          |         |
| caulking, tile, medicine cabinet, mirrors clean                            |         |          |         |
| fan clean/working  |         |          |         |
| <b>BATHROOM #2 - CLEAN</b>   |         |          |         |
| soap dishes, towel bars  |         |          |         |
| shower rod, toilet paper holder, shower head                               |         |          |         |
| plumbing works properly  |         |          |         |
| Caulking, tile, medicine cabinet, mirrors clean                            |         |          |         |
| fan clean & working  |         |          |         |
| <b>HEATING AND AIR CONDITIONING</b><br>( # of window units, if applicable) |         |          |         |
| clean & working  |         |          |         |
| furnace filters  |         |          |         |
| <b>DOORSWORK PROPERLY</b>  |         |          |         |
| door knobs work  |         |          |         |
| door locks work  |         |          |         |
| <b>CONDITION OF DOORS, FRAMES</b>  |         |          |         |
| <b>WINDOWS WORK PROPERLY</b>   |         |          |         |

|   |  |  |  |
|---|--|--|--|
| windows clean   |  |  |  |
| Screens   |  |  |  |
| storm windows   |  |  |  |
| <b>BROKEN/CRACKED WINDOWS</b>   |  |  |  |
| condition of woodwork   |  |  |  |
| <b>CARPET - CLEAN (YES OR NO)</b>   |  |  |  |
| burns, tears, stains (name)   |  |  |  |
| <b>CEILING FANS CLEAN &amp; WORK</b>  |  |  |  |
| <b>MINIBLINDS</b>   |  |  |  |
| <b>TRASH removed</b> (inside, outside, storage, garage, etc.)                   |  |  |  |
| <b>LIGHTING</b> (fixtures & bulbs)  |  |  |  |
| <b>WALLS – SURFACES OK &amp; CLEAN</b>  |  |  |  |
| not repainted, wallpapered, remove nails & spackle                              |  |  |  |
| <b>VENTS &amp; REGISTERS WORK</b>   |  |  |  |
| <b>ELECTRICAL OUTLETS WORK</b>  |  |  |  |
| cover plates on outlets & light switches  |  |  |  |
| <b>SMOKE DETECTORS WORK</b> (batteries included)                                |  |  |  |
| <b>YARD MOWED &amp; BUSHES CUT</b>  |  |  |  |
| <b>BUILDING EXTERIOR</b> siding, outlets, garage, storage, lights, gates, fence |  |  |  |

COMMENTS: \_\_\_\_\_

By signing our name below I/we accept the aforementioned MOVE IN\_\_ MOVE OUT \_\_ CHECK LIST as a part of the rental agreement and agree that it is an accurate account of the condition and contents of said premises and acknowledge receiving a copy hereof. I/we also agree to pay for any damages to the property and contents other than normal wear.

**RESIDENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**RESIDENT** \_\_\_\_\_

**DATE** \_\_\_\_\_

**MANAGER** \_\_\_\_\_

**DATE** \_\_\_\_\_