



Northern Management
Real Estate Services

Resident(s) Name: _____

Forwarding Address: _____

Forwarding telephone Number: () _____

MOVE-OUT & CLEANING CHECKLIST

BUILDING & APARTMENT NUMBER _____

STORAGE UNIT _____ **GARAGE NUMBER** _____

DATE MOVE OUT HAS BEEN SCHEDULED _____ **BETWEEN / AT** _____

Your move out has been scheduled for the time above. All the cleaning in your apartment and all personal items must be removed prior to this inspection. If "between" is circled, the apartment should be ready to be inspected at the early time. Due to the quantity of apartments that are inspected, this is the selected time for you if you would like to be present for the inspection. This checklist must be turned into your Resident Manager or Caretaker at your scheduled move out. If you wish to move out earlier, please turn in this checklist with your keys and your forwarding address listed above to your manager (SE St. Cloud, use rent drop box).

**** Keep in mind, the average cleaning time for an apartment is 12 - 15 hours. Check off the items when you have completed the cleaning. Everything listed below must be completed upon departure. You may be assessed a fee for any items not thoroughly cleaned and/or any damage done to your unit. REMEMBER TO PLAN AHEAD & THOROUGHLY CLEAN ALL AREAS NOTED** Estimated charges on back. We appreciate your cooperation.**

ALL AREAS OF APARTMENT

ALL PERSONAL ITEMS REMOVED _____ **YES**

_____ All linoleum swept and washed (remember corners and edges)

_____ All woodwork, baseboards, shelves, doors & frames wiped down

_____ All walls wiped down

_____ All light fixtures/fans cleaned & bugs removed

_____ All windows, screens, blinds & sills cleaned

_____ All light switch plates wiped down

_____ All heat registers wiped down

_____ Replace all light bulbs

_____ If applicable, washer and dryer cleaned

_____ Air conditioner filter cleaned

_____ All carpeted areas vacuumed (At Wannigan, WaterTower, The Pines, Campus View: All carpeted areas thoroughly vacuumed and shampooed-save receipt and give to resident manager to attach to move-out inspection form. **Also see attached memo on carpet cleaning.)

KITCHEN

_____ Inside & outside of cupboards cleaned

_____ Refrigerator defrosted and cleaned

_____ Clean outside, behind and under the refrigerator

_____ Oven/racks cleaned - remove all black Char

_____ Stove top, burner rings, pans cleaned & under stove

_____ Dishwasher cleaned (if applicable)

_____ Sink scoured and cleaned - shine the chrome

_____ Hood vent/filter above stove thoroughly cleaned

BATHROOM

_____ Medicine cabinet, sink, mirror, & vanity cleaned

_____ Toilet and tank cleaned

_____ Towel bar and toilet paper holders cleaned

_____ Floor swept and washed

_____ Tub/Shower scoured and wiped down, remove soap residue/film

_____ Inside & outside of cupboards cleaned

GARAGE/STORAGE UNIT

ALL PERSONAL ITEMS REMOVED _____ **YES**

_____ Unit completely swept out

_____ All cobwebs removed

_____ All nails removed

_____ All pallets removed

_____ Back of door swept off

_____ Wall studs swept between

Resident Manager Use Only:

Carpet Cleaning Receipt (community colleges only) YES OR NO

Apt: _____ **Security:** _____ **Bedroom:** _____ **Mailbox:** _____ **Garage:** _____ **Storage:** _____ **Gate:** _____ 73-193