

The Gardens Apartments

www.thegardensapartments.com

7629 Commerce Park, Dubuque, IA 52002

PH: (563) 582-2327

Fax: (563) 582-4314

E-mail: callahaninc2@yousg.net

Check Out Information

Please make appointments with the Landlord/Manager to do your final checkout. Hours for checking out are the same as the office hours 8:00 a.m. to 4:30 p.m. There will be no Sunday check out times. Please give the Landlord/Manager as much notice as possible.

Do not ask to be checked out until you are completely moved out and the apartment has been cleaned.

The person inspecting the apartment does not have the authority to refund any deposits. Your deposit will be mailed to you within 30 days as provided by state law. You will expedite this procedure by reporting forwarded address when checking out. It is not mandatory for the tenants to be present during the inspection but it does help the process in case of any questions.

Please remember to fill out a change of address form at the office for the postal service.

Your apartment was rented to you in a clean status, unless otherwise noted in your "Apartment Move In/Move Out Inspection sheet", and we expect it to be that way when you are checked out, other than normal wear and tear, or you will be charged accordingly by the list of charges established and attached in this packet. By following these instructions and doing a complete job you will increase the likelihood that you will have no cleaning deductions. Persistence and patience will pay off in cleaning. It usually takes a full day to clean, sometimes it may take longer.

Refrigerator

Clean refrigerator inside, outside and behind, removing shelves and drawers. Refrigerator must be left on so it does not condensate and build up mold. If it is not left on, you will be responsible for the expense of cleaning the refrigerator.

Range

Clean range inside and outside removing all grease from interior and exterior surfaces. Also clean on the sides and behind the stove. This includes the broiler pan and racks. Be sure to leave no range cleaner residue. On **self-cleaning range**, the inside should be self-cleaned by range (refer to range manual). Make sure to clean off the hood and vent fan as well. The elements and vent cover should be soaked, dried with towel and replaced.

Cupboards and Drawers

Clean and wipe out cupboards and drawers inside and out. Be sure to get around knobs. 3rd floor only - clean on top of the cabinets. (ex. vacuum them or wet cloth)

Countertops

Make sure all counter tops are wiped off and cleaned.

Dishwasher

Inside and outside of dishwasher should be wiped down and cleaned.

Halls /Bedroom Closets/Pantry Closet

Clean closets and dust off shelves. Sweep out pantry closet and wipe down woodwork.

Curtain Rods

Wipe off all curtain rods.

Radiators/Registers

Vacuum any loose dirt and wipe clean.

Lighting Fixtures/Fans

Clean light fixtures and make sure that the bulbs work. Burnt out bulbs shall be replaced. Clean the tops of the fans to make sure no dust is on them.

Doors

Tops of doors should be wiped off. Clean and dust both sides of the doors. Make sure to clean entrance door as well!

Windows/Blinds

Clean window tracks, sills and panes. Make sure all blinds are wiped down and they are in good condition.

Woodwork

Be sure to dust and clean all finished woodwork.

Walls and Switch Plates

Make sure all wall plates and switch plates are cleaned.

Medicine Cabinet

Clean mirror and or medicine cabinet. Make sure all shelves are wiped clean.

Toilets

Clean all toilets inside and out.

Sinks

Clean sinks, polish faucets and remove all lime deposits. Do not use steel wool or abrasives on sinks.

Bathtubs and Showers

Clean fiberglass shower tub and door. DO NOT USE any SOFT SCRUB or other abrasive cleaners or abrasive brusher on fiberglass shower tub or door. Make sure you clean the tops of the shower may have dust gathered on it.

Flooring

Vacuum carpet. Clean all linoleum flooring, but do not wax! (If applicable)

Garage (if applicable)

Sweep out garage and remove all garbage.

Do not fill any nail holes in your walls! Leave all nails in the walls. Do not place bottles of cleaning and bleaching agents on the carpet. This will cause permanent discoloration and you will be charged for damages. Do not wax linoleum floors. If furnished curtains are torn, stained or damaged due to rain, smoke, or fire, damage will be assessed and charged to tenant. There will be charges assessed to you for moisture and rain damage to your apartment and any other apartment due to window and patio doors left open. Please be careful with moving things through hallways. Any damage will be assessed to the tenant.

DO NOT USE "SOFT SCRUB" OR ANY OTHER CLEANER WITH AN ABRASIVE ON THE SHOWER/TUB, TOILET, VANITY TOP, FAUCETS, SINK, REFRIDERATOR, RANGE, DISHWASHER, WINDOWS, MIRRORS, FLOORS, COUTNERTOPS, OR ANY OTHER SURFACE!!!

All charges below are subject to change without prior written notice!

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Cleaning and Replacement Charges Checkout Sheet

Tenant (s) Name (s): _____ Date: _____

Forwarding Address: _____

Phone Number: _____ Checked out by: _____

Apartment Address: _____

Kitchen	
<input type="checkbox"/> Refrigerator	\$20-\$25 _____
<input type="checkbox"/> Range/Oven	\$50.00 _____
<input type="checkbox"/> Broiler Drawer	\$10.00 _____
<input type="checkbox"/> Reflector Pans/Rings	\$12.00 _____
<input type="checkbox"/> Flat Top Oven	\$20.00 _____
<input type="checkbox"/> Cabinets/Drawers	\$15.00 _____
<input type="checkbox"/> Countertops	\$3.00 _____
<input type="checkbox"/> Sink	\$5.00 _____
<input type="checkbox"/> Sink Strainer (2)	\$6.00 _____
<input type="checkbox"/> Faucet	\$2.50 _____
<input type="checkbox"/> Dishwasher	\$5.00 _____
<input type="checkbox"/> Light Fixtures ea.	\$2.50 _____
<input type="checkbox"/> Window/Tracks	\$6.00 _____
<input type="checkbox"/> Heat Register	\$3.00 _____
<input type="checkbox"/> Microwave	\$15.00 _____
<input type="checkbox"/> Walk in Pantry	\$15.00 _____
<input type="checkbox"/> Floor	\$10.00 _____
<input type="checkbox"/> Ceiling Fan	\$8.00 _____
<input type="checkbox"/> Kitchen Vent	\$5.00 _____

Living Room	
<input type="checkbox"/> Window Patio	\$5.00 _____
<input type="checkbox"/> Window Track	\$10.00 _____
<input type="checkbox"/> Light Fixtures	\$3.00 _____
<input type="checkbox"/> Ceiling Fan	\$8.00 _____
<input type="checkbox"/> Heat Registers ea.	\$3.00 _____
<input type="checkbox"/> Patio Blinds	\$75.00 _____

General Cleaning	
<input type="checkbox"/> Operating Manual	\$25.00 _____
<input type="checkbox"/> Vacuum Carpet	\$40.00 _____
<input type="checkbox"/> Wall Plates/Switches ea.	\$1.50 _____
<input type="checkbox"/> Light Bulbs ea.	\$2.50 _____
<input type="checkbox"/> Fluorescent Bulbs ea.	\$3.00 _____
<input type="checkbox"/> Painting	\$20/hr. _____
<input type="checkbox"/> Cleaning Woodwork	\$25.00 _____
<input type="checkbox"/> Rekeying & Locks	\$30.00 _____
<input type="checkbox"/> Carpet Cleaning	\$175.00 _____

Balcony	
<input type="checkbox"/> General	\$5-\$50 _____
(Stains on Deck, Etc.)	
<input type="checkbox"/> Broken/Bent Rails	\$150.00 _____

Laundry Room	
<input type="checkbox"/> Washer/Dryer Unit	\$50.00 _____
(Example: Ink in Unit)	
<input type="checkbox"/> Washer/Dryer Unit	\$15.00 _____
(Example: Not Cleaned)	
<input type="checkbox"/> Floor	\$8.00 _____
<input type="checkbox"/> Lint Trap- Dryer Unit	\$5.00 _____

Garage	
<input type="checkbox"/> Cleaned & Swept	\$35.00 _____
<input type="checkbox"/> Keys & Opener	\$10-\$60 _____

Hallway & Furnace Closet	
<input type="checkbox"/> Floor/Shelves ea.	\$4.00 _____
<input type="checkbox"/> Furnance	\$3.00 _____
<input type="checkbox"/> Light Fixtures ea.	\$3.00 _____
<input type="checkbox"/> Fire Extinguisher	\$25.00 _____
<input type="checkbox"/> Heat Register/ Vent ea.	\$3.00 _____

Total Charges Page 1: _____

Bedroom #1 (Master Bedroom)			
Window	ea.	\$3.00	_____
Window Tracks	ea.	\$3.00	_____
Closet		\$3.00	_____
Light Fixtures	ea.	\$3.00	_____
Ceiling Fan		\$8.00	_____
Heat Register		\$3.00	_____
Blinds		\$30.00	_____

Bedroom #2 (Next to Master Bedroom)			
Window	ea.	\$3.00	_____
Window Track	ea.	\$3.00	_____
Closet		\$3.00	_____
Light Fixture		\$3.00	_____
Ceiling Fan		\$8.00	_____
Heat Register		\$3.00	_____
Blinds		\$30.00	_____

Bedroom #3			
Window	ea.	\$3.00	_____
Window Track	ea.	\$3.00	_____
Closet		\$3.00	_____
Light Fixture		\$3.00	_____
Ceiling Fan		\$8.00	_____
Heat Register		\$3.00	_____
Blinds		\$30.00	_____

Other			
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\$25.00 per hour plus cleaning supplies to clean for anything not listed above repair and/or replacement of damage property.

Bathroom #1 (Master Bathroom)			
Sink		\$3.00	_____
Faucets	ea.	\$2.00	_____
Med. Cabinet		\$4.00	_____
Light Fixtures	ea.	\$3.00	_____
Bathroom Vent		\$5.00	_____
Vanity Cabinet		\$4-\$8	_____
Toilet		\$6.00	_____
Shower/Tub		\$20.00	_____
Tub Door/Track		\$20.00	_____
Floor		\$8.00	_____
Closet/Shelves		\$5.00	_____
Mirror		\$5.00	_____
Window		\$3.00	_____
Window Tracks		\$3.00	_____
Blinds		\$20.00	_____

Bathroom #2			
Sink		\$3.00	_____
Faucets	ea.	\$2.00	_____
Med. Cabinet		\$4.00	_____
Light Fixtures		\$3.00	_____
Bathroom Vent		\$5.00	_____
Vanity Cabinet		\$4-\$8	_____
Toilet		\$6.00	_____
Shower/Tub		\$20.00	_____
Tub Door/ Track		\$20.00	_____
Floor		\$8.00	_____
Closet/ Shelves		\$5.00	_____
Mirror		\$5.00	_____
Window	ea.	\$3.00	_____
Window Tracks	ea.	\$3.00	_____
Blinds		\$20.00	_____

Keys Returned	Yes	No	
Washer/Dryer Unit:	Yes	No	N/A
Post Office Key	Yes	No	
Garage Door Opener/Keys	Yes	No	N/A

Total Charges Page 2: _____

Other Deductions:

Total Other Deductions: _____

Amount of Deposit: _____

Less:

Rent Owed	_____
Utility Bills	_____
Total Deductions (Pg. 1 & 2)	_____
Total Other Deductions	_____

Add:

Credits	_____
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Total Amount Refunded: _____

Total Amount Owed: _____