

Cedar Creek Management, L.C.

P.O. Box 2763 Cedar City, UT 84721, (435) 867-0372

Checkout Procedures/Cleaning Instructions Deposit Refund Information

We hope you have had a successful, enjoyable time here. Whether or not you are checking out at the end of this semester, you and your roommates need to thoroughly clean your apartment. Please read the following information CAREFULLY to alleviate any problems or questions you may have regarding check-out, cleaning instructions, or deposit returns.

Check-Out Information:

- Check-out times are normally between 1 and 5 p.m. Monday through Friday, unless special arrangements are made.
- Call David or Melissa at (435) 867-0372 at least one day before you are ready to check out to set up an appointment. When you are ready to check out please come to the office.
- If you haven't read your checkout sheet and cleaned all the items listed, you are not ready to check out. People commonly forget to clean the blinds, baseboards, doors, and replace light bulbs.
- Do not pack your cleaning supplies and rags until after we have checked you out.

Deposit Refund Information:

- You need to return your keys and check out with a manager in order to receive your deposit.
- Please leave all mail keys. As per your contract, there is a \$15 fee for each lost key.
- Deposit refunds will be mailed approximately two to three weeks after checkout. If you do not receive your deposit by then, please call us at (435) 867-0372.

Cleaning Responsibilities:

- The cleaning responsibilities will be split between the four tenants in the following ways (if you have fewer than four tenants living in the apartment, you may decide how you would like to split the cleaning—everything on the checklist must be complete).
- All tenants are responsible for his or her own bedroom, and the pantry area he or she used.
- The bathroom must be split between the two sharing tenants according to when you check out:
 - First must clean the toilet, floor and baseboards (Use a pumice stone if you have a ring).
 - Second must clean the shower (you may need a magic eraser to get the nasty marks off).
- First tenant to check-out will complete Tenant #1's section and so forth as described below.

General Overview of Cleaning Responsibilities (see back portion for details):

- **FIRST TENANT TO CHECK OUT:** Tenant #1 will be responsible for the living room, including the baseboards and the edge of the carpets in the living room, washing the living room window and blinds, etc. Tenant one must clean the oven in the kitchen. **Read through and follow the enclosed cleaning checklist.**
- **SECOND TENANT TO CHECK OUT:** Tenant #2 will be responsible for the laundry room, including moving the washer and dryer and cleaning all the lint under them, wiping down the washer and dryer and baseboards, and mopping the floor. Tenant two must clean the stove in the kitchen (recover plates with foil). **Read through and follow the enclosed cleaning checklist.**
- **THIRD TENANT TO CHECK OUT:** Tenant #3 will be responsible for the hallways and mechanical room. Sweep and mop the mechanical room, dust baseboards, etc. Tenant three must clean the refrigerator and freezer. **Read through and follow the enclosed cleaning checklist.**
- **FORTH TENANT TO CHECK OUT:** Tenant #4 will be responsible for the kitchen. This includes the microwave, walls, baseboards, sink, cupboards, countertops, floor, table and chairs, and the dishwasher. The front door and entryway must also be cleaned. **Read through and follow the enclosed cleaning checklist.**

Apt # _____ Tenant _____ Date _____

Apartment Check Out Form – Cleaning Checklist

See the Tenant #1-4 list on the “Check-out Procedures” letter for a breakdown of items each tenant needs to complete.

Entryway: (Tenant #4)

Entryway and front door cleaned. Front door wiped off inside and out, ledges on door panels wiped off, threshold wiped off.

Kitchen: (Tenant #4 with appliances split between the others)

Cleaned under the burners on the stove, pushed lid up and cleaned spills under burner lid. Cleaned the liquid catchers under each burner, and cleaned and wiped down the top of the stove. Cleaned control panel.

AT WINDSOR, scrubbed off all the stains on the stove glass top, wiped down the knobs, thoroughly cleaned the stovetop.

Cleaned the inside of the stove; cleaned off all the burned on food and cleaned the ceiling of the oven. Cleaned the racks and the broiler area. Wiped out and rinsed the filter and fan above stove.

Swept and mopped the floor underneath the stove itself. (You must carefully pull the stove out to clean underneath it.)

Wiped the refrigerator down on the inside and out, and on top, and cleaned the fridge thoroughly. Cleaned underneath the drawers. Cleaned the freezer out and thoroughly wiped it down.

Carefully pulled the fridge out and cleaned underneath it and the wall in back of the fridge.

Cleaned the microwave inside and outside.

Cleaned out and wiped down all of the cupboards and drawers in the kitchen. Cleaned the cupboard underneath the sink. Scoured the sink (use a scouring pad) out and wiped down the faucet.

Wiped down the table and chairs in the kitchen, as well as the baseboards and any stains on the walls in the kitchen (especially near the table and garbage can).

Swept and cleaned the floor with an appropriate floor cleaner. Wiped any stains off the walls and around light switches. Wiped down the baseboards.

Living Room/Hallways: (Tenants #1 and #3)

Wiped down the baseboards. Wiped around the edge of the carpet where dust collects and the vacuum can't reach.

Vacuumed the carpet thoroughly

Wiped any stains off the walls, and around light switches.

Apt # _____ Tenant _____ Date _____

Washed the window and the windowsill thoroughly.

Wiped down the blinds.

Wiped down couch and vacuumed between cushions. Vacuumed under the couch.

Laundry Room/Storage Area/Mechanical Room (Tenants #2 and #3)

Cleaned the washer and dryer and cleaned under the washer and dryer where lint has collected.

Cleaned the floors, wiped the baseboards down. Wiped the dust/lint, cleaned all the clutter. Wiped the door down, including all the ledges on the panels of the doors.

Bedroom: (All Tenants)

Scoured the sink in the bedroom, wiped down the counter space, cleaned and wiped down cabinet front and underneath the sink, and cleaned the mirror. Wiped the cabinet door, including the ledge.

Vacuumed the carpets thoroughly.

Wiped down the baseboards and doors.

Wiped around the edges of the carpet where the vacuum cannot reach.

Wiped down any stains on the walls and light switches. Filled nail holes with spackling.

Cleaned out the closet and vacuumed the carpet.

Wiped down all surfaces; cleaned out and wiped down the drawers.

Cleaned the window and wiped and vacuumed the window ledge.

Wiped down the blinds.

Bathroom: (All Tenants)

Cleaned the toilet, floor and baseboards (Use a pumice stone if you have a ring).

Cleaned the shower (try several things including a magic eraser to get the nasty marks off).

Miscellaneous: (All Tenants)

Any other cleaning items, as needed.

Take all your items, including bikes and barbeques with you.

Replaced any burned out light bulbs with 60-watt bulbs.

Apt # _____ Tenant _____ Date _____

PLEASE LEAVE THIS SHEET, YOUR KEY(S) AND A SELF-ADDRESSED,
STAMPED ENVELOPE FOR YOUR DEPOSIT

My Room:

Light bulbs replaced?

Blinds clean?

Bed condition -

Dresser condition -

Any repairs that need to be made -

Living Room:

Light bulbs replaced?

Couch condition -

Any repairs that need to be made -

Bathroom:

Light bulbs replaced?

Towel rack condition -

Any repairs that need to be made -

Kitchen:

Light bulbs replaced?

Table and chairs condition -

Any repairs that need to be made -

Deposit Information and Notes:

(Address where your deposit or any other correspondence will be sent)

Name _____
Permanent Address _____ City _____ State _____ Zip _____
Phone _____ Secondary Phone (optional) _____
Manager's Signature _____

Manager verify the following:

Bedroom clean?	<input type="checkbox"/>
Bathroom clean?	<input type="checkbox"/>
Pantry clean?	<input type="checkbox"/>
Furniture/Equipment present?	<input type="checkbox"/>
Kitchen portion clean?	<input type="checkbox"/>
Tenant isn't returning, refund deposit	<input type="checkbox"/>

Notes: