



- ALPINE MEADOWS TOWNHOMES ASPEN COURT TOWNHOMES
- CEDAR POINT TOWNHOMES

NAME _____

TOWNHOME ADDRESS _____

DATE OF MOVE OUT _____

THE CHECKLIST BELOW WILL HELP IN YOUR CLEANING PROCESS TO RECEIVE BACK YOUR MAXIMUM DEPOSIT REFUND. WHEN COMPLETED, RETURN THIS FORM WITH YOUR KEYS UPON LEAVING.

1. _____ Wash the inside and outside of the refrigerator. Roll it out and clean beneath it.
2. _____ Clean stove, Remove oven racks and use self clean, then wipe out.
3. _____ Wipe out all kitchen and bathroom cabinets.
4. _____ Scrub and clean all sinks, toilets and tub.
5. _____ Clean all blinds, then wash windows.
6. _____ Wipe all doors, base board, air vents and ceiling fans free of dust.
7. _____ Remove all cob webs from ceilings and walls with broom or duster.
8. _____ Vacuum all carpeting.
9. _____ Scrub all tile floors.
10. _____ Clean entry and garage doors inside and out.
11. _____ Wipe all light switch covers.
12. _____ Sweep basement utility room and garage.
13. _____ Remove all garbage that does not fit in cans.
14. _____ Have your utilities read and sent to your new address.

ONCE CITY UTILITY BILLS ARE PAID IN FULL DEPOSIT WILL BE REFUNDED.

CLEANING RATE IS \$20.00 PER HOUR PER PERSON.

CARPET CLEANING IS DEDUCTED FROM DEPOSIT.

REPAIRS BEYOND NORMAL WEAR AND TEAR WILL BE DEDUCTED FROM DEPOSIT.

FORWARDING ADDRESS: _____
Need for refund _____
And tax credit form _____

BEST WISHES IN YOUR NEW RESIDENCE!!