

**FOR OFFICE USE ONLY**

Received by

Member: (Initials) \_\_\_\_\_

Date: \_\_\_\_\_

Westboine Park

Representative : \_\_\_\_\_

**MEMBER (MOVE OUT)  
RESPONSIBILITY  
CHECK LIST**



These complete forms will be filed with your move out inspection form. Charges will be assessed individually for any cleaning and/or repairs required if other than normal wear and tear is evident.

If you're uncertain of any of the following cleaning procedures, please contact the office.

**KITCHEN:**

- Remove all grease residues from top of cupboards and doors, walls, appliances, countertops, and exhaust fan vent cover
- Wipe out inside of cupboards, and remove any paper or vinyl shelf liners
- Wipe down countertops
- Clean sink (stopper must be present)
- Clean oven, stovetop, and spill trays
- Clean fridge (inside and out) including door gasket
- Clean stove, racks and broiler pan
- Pull out fridge and stove and wash beneath
- Replace any missing or burned out light bulbs (including appliance light bulbs)
- Remove and wash light fixture (all fixture covers must be present)
- Clean all electric outlet and light switch plates (all plates must be present)
- Wash floor

**BATHROOM:**

- Wipe out vanity cupboard, drawers, and medicine cabinet • Clean all mirrors
- Clean the bathtub, sink, shower tiles, and remove dust from exhaust fan vent cover
- Clean toilet (inside & out)
- Remove & wash light fixture (all fixture covers must be present)
- Replace any missing or burned out light bulbs
- Clean all electric outlet and light switch plates (all plates must be present)
- Check walls and wipe down
- Wash floor

## MEMBER (MOVE OUT) RESPONSIBILITY (CONT'D)

### BEDROOM(S):

- Vacuum and wash window tracks
- Clean inside of window
- Dust closet shelves, vacuum closet tracks
- Clean all electric outlet and light switch plates (all plates must be present)
- Replace any missing or burned out light bulbs (all fixture covers must be present)
- Check walls and wipe down
- Wash floor (if not carpeted)
- Shampoo carpet (if applicable — provide copy of carpet cleaning invoice; Rug Doctor not accepted)

### LIVINGROOM/DININGROOM/HALLWAYS:

- Vacuum and wash window tracks
- Clean inside of window (outside if on balcony)
- Clean all electric outlet and light switch plates (all plates must be present)
- Replace any missing or burned out light bulbs (all fixture covers must be present)
- Check walls and wipe down
- Wash floor (if not carpeted)
- Shampoo carpet (if applicable — provide copy of carpet cleaning invoice — Rug Doctor not acceptable)

### STORAGE ROOM:

- Wash floor
- Replace any missing or burnt out light bulbs (all fixture covers must be present)
- Check walls and wipe down

### BALCONY (if applicable):

- Clean balcony area of any debris
- Remove any carpet
- Replace any missing or burnt out light bulbs (all fixture covers must be present)

### YARD (if applicable):

- Clean yard area of any debris
- Remove any dog waste and clean area
- Cut grass
- Remove all items from shed (if shed is old one attached to fence)