

CHECK-OUT LIST

Property Address _____

Date _____

The Sue Cruddas Real Estate Team Representative _____

Tenant Name(s) completing checkout _____

Forwarding Address _____

Tenant Signature _____

Forwarding Address _____

At this time all areas noted below will be compared to the original check-in sheet in order to determine any discrepancies. Any discrepancies beyond normal wear and tear will be deducted from you current security deposit.

HOUSEHOLD CARPET				Y	N	NA	Comments
Was the carpet professionally cleaned?				If No, the tenant is aware that the carpet cleaning fee will be deducted from the security deposit.	Please initial		
Was a receipt provided as proof?							
EXTERIOR				Y	N	NA	Comments
Are there any problems with the foundation?							
Are there any problems with the roof?							
Are there any problems with the exterior doors?							
Are there any problems with the garage door?							
Are there any problems with the gutters?							
Are there any problems with the shutters?							
Are there any problems with the mailbox?							
Are there any problems with the porch/deck?							
Are there any problems with exterior storage?							
GROUNDS				Y	N	NA	Comments
Is the yard generally clean and well-maintained?							
Is the lawn cut or trimmed?							
Are the shrubs/trees maintained?							
Are the walkways cleared?							
Is any cement stained or cracked?							
Is the fence maintained?							
Is the patio free of debris and garbage?							
Is the yard free of debris and garbage?							
ENTRYWAY				Y	N	NA	Comments
Is door clean and free of abuse?							
Are door handles in proper working order?							
Is the area clean and clear of abuse?							
Is flooring clean (swept or mopped)?							
Is flooring free of any tears or abuse?							
Are walls clean and free of marks/scratches/holes?							
COAT CLOSET				Y	N	NA	Comments
Is door clean and clear of abuse?							
Is the interior clean and in working order?							
Is flooring clean (swept or mopped)?							
Is flooring free of any tears or abuse?							
LIVING ROOM				Y	N	NA	Comments
Is the room generally clean and well-maintained?							
Are all fixtures in place?							
Is flooring clean (swept or mopped)?							
Is flooring free of any tears or abuse?							
Is flooring free from stains/spots?							
Is carpet free of odor?							
Are walls clean and free of marks/scratches/holes?							
Are windows clean?							

Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
KITCHEN	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean and free of any tears or abuse?				
Are appliances empty and cleaned?				
Are knobs in place and in working order?				
Are stove drip pans present?				
Are stove drip pans clean?				
Are countertops free of tears, stains, and abuse?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is door clean and free of abuse?				
Is the door handle in proper working order?				
Are walls clean and free of marks/scratches/holes?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
LAUNDRY ROOM (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #1	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				
Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #2 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				

Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BATHROOM #3 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is toilet clean?				
Is toilet free of marks, scratches, dings, etc.?				
Is tub/shower clean?				
Is tub/shower free of marks, scratches, dings, etc.?				
Is sink clean?				
Is sink free of marks, scratches, dings, etc.?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
MASTER BEDROOM	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #2	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #3 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				

Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
BEDROOM #4 (if applicable)	Y	N	NA	Comments
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Is flooring clean (swept or mopped)?				
Is flooring free of any tears or abuse?				
Is flooring free from stains/spots?				
Is carpet free of odor?				
Is the room generally clean and well-maintained?				
Are all fixtures in place?				
Are walls clean and free of marks/scratches/holes?				
Are windows clean?				
Are sills free from dirt and debris?				
Are window screens present?				
Are window screens torn or abused?				
Is the ceiling clean of cob webs?				
Is the ceiling free of any marks or holes?				
HOUSEHOLD SYSTEMS	Y	N	NA	Comments
Have air filters been replaced?				

ADDITIONAL COMMENTS
