Heartland Properties Inc. (Vacating Check List)

Address:_____ **Date:**_____ **Appointment Time:**_____

Security Deposit Held $_____

Task	**Acceptable**	**Unacceptable**	
Carpets cleaned & vacuumed	_____	_____	
Linoleum/wood/tile floor cleaned/mopped	_____	_____	
Carpet Cleaning			$_____
Cabinet & drawer wiped out	_____	_____	
Refrigerator defrosted & clean (leave doors open & ice trays inside)	_____	_____	
Stove and oven clean	_____	_____	
broiler pan left inside	_____	_____	
Appliance Cleaning			$_____
Bath & plumbing fixtures clean	_____	_____	
-Kitchen Sink	_____	_____	
-Bathroom Sink	_____	_____	
-Toilet	_____	_____	
-Bathtub/surround	_____	_____	
All trash removed	_____	_____	
Apartment Cleaning			$_____
All Keys Returned to Property Manager	_____	_____	
-Doors Quantity Returned	_____	_____	
-Laundry Room Quantity Returned	_____	_____	
-Mail Box Quantity Returned	_____	_____	

Failure to return the keys will result in a $25.00 charge each for apartment, mailbox, or laundry.

Missing Key Fee $_____

Utility Bills Paid _____ _____

Utility Deduction $_____

Final Month Rent Paid _____ _____

I Sue Phinney am signing off as Heartland Properties Representative that the above has been complied with.

_____ _____
Sue Phinney Date

_____ _____
Tenant Date

If areas above are considered unacceptable due to damage, cleanliness or abuse, and /or further repairs are needed note on the back of this document, or if items of damage or abuse are found and will need further repair note below. These areas will be covered by the lease, and that portion of the lease covering said as will remain in force until area of deficiency are corrected by tenant or cosigner or repaired by Heartland Properties at the tenants expense. Please provide a forwarding address for the return of the damage deposit

Forwarding Address: _____

_____

Phone: _____

Unpaid Bank Fees $_____

Unpaid Late Fees $_____

Unpaid Rent $_____

Total Due From Tenant $_____

Total Due To Tenant $_____