

TENANT CHECK OUT SHEET

NAME _____

DATE _____

UNIT ADDRESS _____

BEDROOM # _____

Are there any problems with appliances, showers, toilets, windows that have recently emerged that we should know about?

Utilities Transferred—(if applicable) Date service was transferred back to landlord and meters read _____

Please provide proof of FINAL utilities paid in full. If proof is not provided, security deposit refunds will be charged all utility charges. Proof of FINAL PAYMENT of ALL utilities must be sent to us either by email to kandma@comcast.net or to P.O. Box 414, Bloomington, IN 47402. If this date cannot be met, you will be notified either by Email or U.S. Mail.

Have you submitted Forwarding Address to P.O.? ____YES____NO

**Mail will not be forwarded by landlord.*

Bicycle Removed: (if applicable) _____

***Perform & Sign a Check-Out Inspection of your bedroom & unit, using the Check-In Inspection Sheet from your initial inspection provided in email.**

***Bedroom Keys**—Please leave key in doorknob of your bedroom

Where would you like your deposit mailed? Deposit refunds are returned within 45 days.

Email address _____

I certify that have received the Cleaning Guidelines and Cleaning Checklist Charges. I am aware of the condition in which I am leaving the unit and I acknowledge that cleaning charges will be deducted from my security deposit. I certify that I am vacating the premises.

Signature _____

Thank you for trusting IUStudentApts with your housing needs!

Sincerely,
Keith & Mary Alice Hoover, Daniel Hoover and Aimee Page