

NAME _____
DATE _____
UNIT ADDRESS _____

PAGE PROPERTIES CHECK OUT SHEET

Keys-- ROOM KEYS left in doorknobs

Perform a Check-Out Inspection of the unit, using the Check-In Inspection Sheet from your initial inspection that is provided in the packet.

Problems—Are there any problems with appliances, showers, toilets, windows we should know about?

Utilities—(if applicable) were meters read and service transferred back to landlord?

Refunds— Deposit refunds are returned within 45 days, provided proof of FINAL utilities are paid in full. (if applicable) If proof is not provided, security refunds, minus utility charges, will be mailed within 45 days, and utility refunds will be delayed until proof of payment has been received by us. Proof of FINAL PAYMENT of ALL utilities must be sent to us either by email 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.

Submit—Forwarding address to Post Office. Mail will not be forwarded by landlord.

Bicycles—(if applicable) please remove bicycle. If it is being left, please identify it for us so it can be disposed.

Forwarding Address _____

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 _____