FORNELLI
HALL

Name

Unit Number/Bed Space

Check Out Date/Time

Please keep the following guidelines on what it means to be "Move Out Ready" in mind to ensure the smoothest check out possible:

-All of your belongings must either be packed in a speed pack and ready to go, or have already been removed from your unit to enable Management to properly evaluate your space.

-Your Common Areas, Kitchen, Bathrooms must be ready for evaluation. Please keep in mind that your unit must be ready for assessment with the **FIRST** resident that is checking out, and not the last.

-You have all of your Keys ready to return upon check out. We will NOT accept keys that will be mailed in at a future time.

-Your unit is as clean and damage free as possible. Remember that you will be held responsible for any cleaning or damages that are found in your unit upon check out.

Please visit Management or contact your RA with any questions or concerns!

My Move Out Checklist

RESIDENTS WILL BE CHARGED FOR ANY DAMAGE DONE TO THEIR UNIT OR CLEANING THAT NEEDS TO BE CONDUCTED UNIT SHOULD BE IN MOVE-IN READY CONDITION UPON CHECK OUT

***Please note that you may continue to submit work orders for any standard Maintenance issues to be addressed in your unit.**

Bathroom

Door cleaned & intact
Door handle & lock are fully functional
Tub/Shower cleaned
Tub/Shower hardware cleaned
Shower curtain cleaned
Sink cleaned
Vanity emptied and cleaned
Mirror cleaned
Medicine cabinet emptied and cleaned
Toilet cleaned
Floor mopped & cleaned
Walls are scuff free
Walls are hole free
Walls are tape free
All décor is removed
Towel racks intact
Toilet paper holder intact
Light works properly
Fan works properly
All garbage/belongings removed

Bedroom

Carpet has been vacuumed
Desk emptied and cleaned
Chair cleaned
Desk lamp works properly
Closet emptied and cleaned
Walls are scuff free
Walls are hole free
Walls are tape free
All décor is removed
Door cleaned and intact
Door handle & lock is fully functional
Blinds are clean and intact
Mattress is clean
Bed frame is intact
Drawers have been emptied and cleaned
Closet doors and knobs clean and intact
Room light fixture cleaned and intact
Window sills cleaned
All furniture is in room
All garbage/belongings removed

Kitchen

Entire stove has been emptied/cleaned (inside, top, door)
Stove/hood cleaned and works properly
Refrigerator has been emptied and cleaned
Microwave has been emptied and cleaned
Sink cleaned
Countertops cleaned
Table/chairs cleaned
All garbage/belongings removed
Drawers and cabinets have been emptied/cleaned
Cabinet doors intact
Closet doors and knobs clean and intact
Walls are scuff free
Walls are hole free
Walls are tape free
All décor is removed
Floor mopped/cleaned
Vent is cleaned
Sink light works properly
Ceiling light works properly

Living room

Walls are scuff free
Walls are hole free
Walls are tape free
All décor is removed
Coffee table cleaned
Couch cleaned and in good condition
Arm chair cleaned and in good condition
Floor lamp intact and works properly
Blinds are cleaned and intact
Floor mopped/cleaned
Window sills cleaned
Thermostat intact
Phone is in unit
Apartment manual MUST remain in unit
DirecTV box/Supplies must remain in unit
All garbage/belongings removed