

House Check out Check List

BEFORE YOU LEAVE TOWN coordinate with Phil to check out. You MUST check out and turn in your key to get your deposit back !! Rent is \$10 per day if you check out after your contract date.

KEY & Forwarding ADDRESS

- If you don't give your key to Phil, place your key in an envelope with your name on it under Phil's door.
- Make sure you put your summer address (for deposit refund) on your envelope with your key

MAIN ROOMS (common rooms)

- Move all furniture into center of the room & sweep/vacuum entire room
- Empty all garbage
- Replace any burned out light bulbs

BEDROOMS:

- put all house furniture (beds/dressers) in center of room & Sweep/Vacuum entire room
- Replace any burned out light bulbs

BATHROOMS

- Scrub / clean toilets / bathtubs / showers / floors
- Empty and clean all cupboards (items being kept can be put in a box in the center of the bathroom)
- Replace any burned out light bulbs

KITCHEN

- FRIDGE -- empty all food items, clean out with simple green – Leave empty fridge ON
- STOVE – clean out (run clean cycle)
- CUPBOARDS – empty and wipe out all cupboards. Place common items in boxes and leave on counter
- Check Common House Inventory (CHI) (furniture, kitchen items, etc) and place on kitchen counter

DEPOSIT REFUND – you can receive all but \$50 of your deposit if:

1. you follow all of the above steps
2. you paid all of your rent and utilities for 9 months
3. nothing is broken and all items from the CHI are returned or upgraded

You will receive an additional UTILITIES refund if you overpaid common utilities, or if you underpaid it will be reduced from your refund

Summer Storage / Rent

1. If you are staying in the house for a second year, you can store your items in the house during the summer – box items and place in Common room nearest your bedroom
2. Cost is \$40 for the summer – can be added to your September check
3. PLEASE consider getting renters insurance – the houses will be locked but no one will be living there so there is always a higher risk of someone breaking in.