

BASE CHARGE LIST

DATE _____ PROPERTY NAME / NUMBER _____
 RESIDENT NAME(S) _____
 UNIT NUMBER _____ STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____

The following Base Charge List represents a summary of general **minimum** charges which may be assessed for cleaning/repair/replacement, based upon the condition of the unit at move-out.

PAINTING		CLEANING		REPLACEMENTS	
Miscellaneous Painting	\$ _____	Range/Oven	\$ _____	Appliances	\$ _____
CARPET/VINYL/COUNTERTOPS		Drip Pans & Rings	\$ _____	Drip Pans & Rings	\$ _____
Carpet Cleaning	\$ _____	Stove Top & Burners	\$ _____	Refrigerator Shelves	\$ _____
Carpet Replacement	\$ _____	Exhaust Hood	\$ _____	Crisper	\$ _____
Stains/Burns/Tears	\$ _____	Refrigerator	\$ _____	Towel Bars	\$ _____
Deodorizing Carpet	\$ _____	Sink	\$ _____	Paper Holder	\$ _____
Vinyl	\$ _____	Dishwasher	\$ _____	Shower Rod	\$ _____
Countertops	\$ _____	Cabinet	\$ _____	Tub Surround	\$ _____
OTHER CHARGES		Wall	\$ _____	Toilet Seat	\$ _____
Keys Not Returned	\$ _____	Floor	\$ _____	Light Globes	\$ _____
Abandoned Goods Removal	\$ _____	Toilet	\$ _____	Light Bulbs (each)	\$ _____
Abandoned Goods Storage	\$ _____	Tub/Shower	\$ _____	Light Fixture	\$ _____
Trash Removal	\$ _____	Window Sill	\$ _____	Mini Blinds	\$ _____
Pest Control	\$ _____	Window Track	\$ _____	Vertical Blinds	\$ _____
Carport Damage	\$ _____	Mirror	\$ _____	Closet Rod	\$ _____
Window Screen Repair	\$ _____	Vacuum	\$ _____	Ceiling Fan	\$ _____
Excessive Maintenance (billed per hour)	\$ _____	Patio/Balcony/Storage	\$ _____	Vinyl Sliding Door	\$ _____
_____	\$ _____	Garage	\$ _____	Mirrored Closet Door	\$ _____
_____	\$ _____	Blinds	\$ _____	Window Screen	\$ _____
_____	\$ _____	WALLS		Door Screen	\$ _____
_____	\$ _____	Damage per sq. ft.	\$ _____	Window	\$ _____
_____	\$ _____	Wallpaper Removal	\$ _____	Door Knobs	\$ _____
_____	\$ _____			Door Locks	\$ _____
				Interior Door	\$ _____
				Exterior Door	\$ _____
				Smoke Alarm	\$ _____
				Carbon Monoxide Alarm	\$ _____
				Garage Door Opener	\$ _____

Actual charges are contingent upon damages and may therefore be greater due to repairs or damages not listed, increased replacement cost, increased labor and/or material, etc. There will be no charge for normal wear and tear which will be taken into consideration in fixing actual charges. Dirt is not considered normal wear and tear. This is not an all-inclusive list. You can be charged for cleaning, repairing and replacing items that are not listed.

I acknowledge receipt of the Base Charge List.

X _____ DATE _____ X _____ DATE _____
 RESIDENT RESIDENT
 X _____ DATE _____ X _____ DATE _____
 RESIDENT RESIDENT
 X _____ DATE _____
 OWNER/AGENT