



# BASE CHARGE LIST



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

**SAMPLE** **SAMPLE**  
 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.

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

**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 and smoke damage are 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 <b>SAMPLE</b>	<b>SAMPLE</b>	X <b>SAMPLE</b>	<b>SAMPLE</b>
RESIDENT	DATE	RESIDENT	DATE
X <b>SAMPLE</b>	<b>SAMPLE</b>	X <b>SAMPLE</b>	<b>SAMPLE</b>
RESIDENT	DATE	RESIDENT	DATE
<b>SAMPLE</b>	<b>SAMPLE</b>	X <b>SAMPLE</b>	<b>SAMPLE</b>
<b>SAMPLE</b>	<b>SAMPLE</b>	OWNER/AGENT	DATE