



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.

PAINTING SAMPLE	
Miscellaneous Painting	\$ SAMPLE

CARPET/VINYL/COUNTERTOPS	
Carpet Cleaning	\$ SAMPLE
Carpet Replacement	\$ SAMPLE
Stains/Burns/Tears	\$ SAMPLE
Deodorizing Carpet	\$ SAMPLE
Vinyl	\$ SAMPLE
Countertops	\$ SAMPLE

CLEANING SAMPLE	
Range/Oven	\$ SAMPLE
Drip Pans & Rings	\$ SAMPLE
Stove Top & Burners	\$ SAMPLE
Exhaust Hood	\$ SAMPLE
Refrigerator	\$ SAMPLE
Sink	\$ SAMPLE
Dishwasher	\$ SAMPLE
Cabinet	\$ SAMPLE
Wall	\$ SAMPLE
Floor	\$ SAMPLE
Toilet	\$ SAMPLE
Tub/Shower	\$ SAMPLE
Window Sill	\$ SAMPLE
Window Track	\$ SAMPLE
Mirror	\$ SAMPLE
Vacuum	\$ SAMPLE
Patio/Balcony/Storage	\$ SAMPLE
Garage	\$ SAMPLE
Blinds	\$ SAMPLE

REPLACEMENTS	
Appliances	\$ SAMPLE
Drip Pans & Rings	\$ SAMPLE
Refrigerator Shelves	\$ SAMPLE
Crisper	\$ SAMPLE
Towel Bars	\$ SAMPLE
Paper Holder	\$ SAMPLE
Shower Rod	\$ SAMPLE
Tub Surround	\$ SAMPLE
Toilet Seat	\$ SAMPLE
Light Globes	\$ SAMPLE
Light Bulbs (each)	\$ SAMPLE
Light Fixture	\$ SAMPLE
Mini Blinds	\$ SAMPLE
Vertical Blinds	\$ SAMPLE
Closet Rod	\$ SAMPLE
Ceiling Fan	\$ SAMPLE
Vinyl Sliding Door	\$ SAMPLE
Mirrored Closet Door	\$ SAMPLE
Window Screen	\$ SAMPLE
Door Screen	\$ SAMPLE
Window	\$ SAMPLE
Door Knobs	\$ SAMPLE
Door Locks	\$ SAMPLE
Interior Door	\$ SAMPLE
Exterior Door	\$ SAMPLE
Smoke Alarm	\$ SAMPLE
Carbon Monoxide Alarm	\$ SAMPLE
Garage Door Opener	\$ SAMPLE

OTHER CHARGES	
Keys Not Returned	\$ SAMPLE
Abandoned Goods Removal	\$ SAMPLE
Abandoned Goods Storage	\$ SAMPLE
Trash Removal	\$ SAMPLE
Pest Control	\$ SAMPLE
Carport Damage	\$ SAMPLE
Window Screen Repair	\$ SAMPLE
Excessive Maintenance (billed per hour)	\$ SAMPLE
SAMPLE	\$ SAMPLE
SAMPLE	\$ SAMPLE
SAMPLE	\$ SAMPLE
SAMPLE	\$ SAMPLE

WALLS SAMPLE	
Damage per sq. ft.	\$ SAMPLE
Wallpaper Removal	\$ SAMPLE

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 SAMPLE RESIDENT	SAMPLE DATE	X SAMPLE RESIDENT	SAMPLE DATE
X SAMPLE RESIDENT	SAMPLE DATE	X SAMPLE RESIDENT	SAMPLE DATE
SAMPLE	SAMPLE	X SAMPLE OWNER/AGENT	SAMPLE DATE