



# 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.

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

X \_\_\_\_\_  
RESIDENT DATE

X \_\_\_\_\_  
RESIDENT DATE

X \_\_\_\_\_  
RESIDENT DATE

X \_\_\_\_\_  
OWNER/AGENT DATE