Bedroom: All personal belongings and trash removed
Personal furniture removed
Carpet vacuumed – including closet area
Empty all drawers
Wipe down windowsills, doors, and trim
Clean windows

Bathroom: All personal belongings and trash removed
Clean bathtub, including grout; tile; sink; toilet; including under the seat
Clean mirror, vanity, countertops and behind toilet
Empty and clean all drawers and cabinets
Wipe down doors and trim
Sweep and mop floor tile

Living Room: All personal belongings and trash removed
Personal furniture removed
Carpet vacuumed
Wipe down windowsills, doors and trim
Clean windows

Kitchenette: All personal belongings and trash removed
Clean refrigerator and freezer – including drawers
Clean counters, tabletop, and wipe out cabinets
Sweep and mop floor tile

Trash: All trash must be removed and taken to the dumpsters

Before leaving remember to:

○ Contact your Resident Assistant

○ Remove all of your belongings from room.

○ Take all trash outside to the DUMPSTER. Trash bags are available for you at the front desk of each complex.

○ Clear out your mail box. **Laurel Village/Chaparral Village** will not hold your mail for you once you move out. Also, once you are checked out, we cannot let you back into the mailbox for any reason.

○ Place all unwanted materials in the dumpster. You will be charged for removal of any items left in the unit.

○ Make use of the recycling bins.

○ Return your Cable box to Time Warner for credit.

○ Refrigerators should be cleaned out. Don’t forget to clean both sections.

○ Remove tape and residue from doors and walls.

○ Clean your room. Vacuum your room. It should be left as you found it.

○ Clean the bathroom, living room and kitchenette areas

○ Lock windows; shade half open, light off, lock door.

○ Clear the hallway space near your room.