



# 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>
<b>OTHER CHARGES</b>	Floor \$ <b>SAMPLE</b>	Light Globes \$ <b>SAMPLE</b>
Keys Not Returned \$ <b>SAMPLE</b>	Toilet \$ <b>SAMPLE</b>	Light Bulbs (each) \$ <b>SAMPLE</b>
Abandoned Goods Removal \$ <b>SAMPLE</b>	Tub/Shower \$ <b>SAMPLE</b>	Light Fixture \$ <b>SAMPLE</b>
Abandoned Goods Storage \$ <b>SAMPLE</b>	Window Sill \$ <b>SAMPLE</b>	Mini Blinds \$ <b>SAMPLE</b>
Trash Removal \$ <b>SAMPLE</b>	Window Track \$ <b>SAMPLE</b>	Vertical Blinds \$ <b>SAMPLE</b>
Pest Control \$ <b>SAMPLE</b>	Mirror \$ <b>SAMPLE</b>	Closet Rod \$ <b>SAMPLE</b>
Carport Damage \$ <b>SAMPLE</b>	Vacuum \$ <b>SAMPLE</b>	Ceiling Fan \$ <b>SAMPLE</b>
Window Screen Repair \$ <b>SAMPLE</b>	Patio/Balcony/Storage \$ <b>SAMPLE</b>	Vinyl Sliding Door \$ <b>SAMPLE</b>
Excessive Maintenance (billed per hour) \$ <b>SAMPLE</b>	Garage \$ <b>SAMPLE</b>	Mirrored Closet Door \$ <b>SAMPLE</b>
<b>SAMPLE</b> \$ <b>SAMPLE</b>	Blinds \$ <b>SAMPLE</b>	Window Screen \$ <b>SAMPLE</b>
<b>SAMPLE</b> \$ <b>SAMPLE</b>	<b>WALLS</b> <b>SAMPLE</b>	Door Screen \$ <b>SAMPLE</b>
<b>SAMPLE</b> \$ <b>SAMPLE</b>	Damage per sq. ft. \$ <b>SAMPLE</b>	Window \$ <b>SAMPLE</b>
<b>SAMPLE</b> \$ <b>SAMPLE</b>	Wallpaper Removal \$ <b>SAMPLE</b>	Door Knobs \$ <b>SAMPLE</b>
<b>SAMPLE</b> <b>SAMPLE</b>		Door Locks \$ <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