



# BASE CHARGE LIST



DATE \_\_\_\_\_ PROPERTY NAME / NUMBER \_\_\_\_\_

RESIDENT NAME(S) \_\_\_\_\_

UNIT NUMBER \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## SAMPLE

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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

### 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 \$ SAMPLE  
(billed per hour)

SAMPLE \$ SAMPLE

SAMPLE \$ SAMPLE

SAMPLE \$ SAMPLE

SAMPLE \$ SAMPLE

SAMPLE 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

### WALLS SAMPLE

Damage per sq. ft. \$ SAMPLE

Wallpaper Removal \$ 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

**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

SAMPLE

SAMPLE