



## Items left in Common Kitchen during the change-over cleaning period.

Address: \_\_\_\_\_ Room: \_\_\_\_\_ HM: \_\_\_\_\_

Between leases, Castle Property performs very extensive inspection, repair and change-over cleaning protocol in the common areas and the individual bedrooms (See lease for list of items). Proper change-over preparation can only occur in empty rooms. If personal items are left in a room to be cleaned, additional labor is required to inspect for any hidden damages under furniture, and to clean areas blocked from cleaners by these items. Cleaners do not move personal items. It is also very important to accurately document any personal items that are not trash to avoid unintended disposal at the end of the lease. Please complete this form for EACH COMMON KITCHEN prior to the move-out so that we know your preferences. The best change-over occurs when few or no items are left between leases.

Alternatives to storing items in COMMON AREAS scheduled for cleaning.

- 1: Store the items at a different property or take items home.
- 2: Have anyone receiving your items remove them from the property prior to the move-out date.
- 3: Store items in a mini-storage unit during the lease change. Share to cut costs.
- 4: Store the items in a bedroom of a renewing Tenant. These bedrooms will not be cleaned and do not need to be emptied.
- 5: See the move-out section of [www.castleproperty.com](http://www.castleproperty.com) for economical ways to dispose of unwanted items.

We are not leaving any personal items in this room at the end of the lease. If any items are left in this room, they are all trash and should be disposed of at our expense. If I am transferring any of my items to others, we will make one of the alternative arrangements listed above to avoid any fees.

We are transferring the following items to the incoming Tenants. We have decided that it is cheaper or easier to pay the per item fee than to do one of the alternatives listed above. Any items left that are **not** listed below are trash and should be disposed of at our expense.

**To provide for a sanitary transfer of the property and of the items to the new group, do not include dirty plate, dishes, utensils, perishable food or anything that has been opened and could leak inside the boxes.**

Qty: <input type="checkbox"/> Microwave	Qty: <input type="checkbox"/> Toaster Oven	Qty: <input type="checkbox"/> Coffee Pot
Qty: <input type="checkbox"/> Box of loose items	Qty: <input type="checkbox"/> Rice cooker	Qty: <input type="checkbox"/> Grill
Qty: <input type="checkbox"/> _____	Qty: <input type="checkbox"/> _____	Qty: <input type="checkbox"/> _____
Qty: <input type="checkbox"/> _____	Qty: <input type="checkbox"/> _____	Qty: <input type="checkbox"/> _____

Total number of items: \_\_\_\_\_ x \$10.00 per item = \$ \_\_\_\_\_

I have totaled up all the quantities (Qty:) of each item and the total cost will be deducted as follows:

This is the House Manger's responsibility; deduct 100% from HM's deposit.

These are group items, split cost evenly between all Tenants at the property.

I agree to the terms listed above:

House Manager  Co-signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_