



## **MOVING OUT - INFORMATION**

To avoid incurring charges, such as cleaning, subsequent to your departure from your rental accommodation, we would suggest reviewing the following list of items that are your responsibility to complete prior to vacating the premises.

### **Kitchen:**

- Clean all countertops, cupboards and cupboard doors
- Defrost and clean refrigerator. Remove all food items. Ensure the refrigerator is plugged in and door is left open.
- Clean oven; burners, fan, drawers, etc.
- Pull out stove and refrigerator to clean back, sides, wall and floor. If applicable, clean inside and front of dishwasher.

### **Bathroom:**

- Clean and sanitize entire bathroom; sinks, bathtub/shower, toilet, mirrors, fan, etc.

### **Floors:**

- Wash all floors and strip wax.
- Carpets will be cleaned by a professional carpet cleaning company and will be charged to you.
- Sweep balcony floor if applicable.
- Clean basement floor if applicable.

### **Walls and Ceilings:**

- Wash all windows, inside and out, ledges and sills. Ensure all windows are closed when finished.
- Wash sliding balcony doors, inside and out. Leave door closed when finished.
- Clean walls, baseboards and heat registers.
- Wash all light fixtures and replace any burnt out light bulbs.
- Remove any picture hooks or large nails and repair any damage made.

### **General:**

- Clean any bedroom, linen, entrance or storage closets.
- Remove all waste items from the suite and adjacent grounds if applicable.
- If there is a separate furnace for your unit, the filter must be clean.
- Car parking lot plug must be in good working order.
- Return ALL keys to caretaker/manager.
- Disconnect any utility services you set up upon move-in.
- **Leave your forwarding address with the caretaker/manager.** If we are not given a forwarding address, we cannot return the remainder of the damage deposit to you.

Please note: Any cleaning required in your suite will be charged to you at a rate of **\$35.00 per hour**, with a minimum charge of **\$35.00**. This charge will be paid from your damage deposit.

Your rental accommodation must be **completely vacated by noon on the last day of the month.**

Make arrangements with your caretaker/manager to have your suite inspected at a mutually convenient time. The out-inspection report should be signed by all persons listed on the lease.

We appreciate your full co-operation in the cleaning of your rental accommodation. Please contact us if you have any questions about the move-out procedure.