

To Vacating Tenant(s)



We know moving day can be a little crazy. Over the years, we have found most moves go along without a hitch as long as the tenant and landlord remain in contact throughout the move.

One month prior to the move

- ◆ be aware that in accordance with the Residential Tenancy Act the landlord and tenant must inspect the condition of the rental unit together at the end of the tenancy.
- ◆ make reservations with your moving company or rental truck company
- ◆ purchase moving boxes or start collecting boxes from various outlets, you will be surprised at how many of the outlets will be completely out of boxes at month end
- ◆ start packing small items such as dishes and ornaments now
- ◆ advise the telephone company, cable company, hydro etc. to disconnect service
- ◆ give your forwarding address to the post office and landlord
- ◆ let the building manager know if you are having problems coordinating your move
- ◆ arrangements may be made with the landlord to have your suite cleaned at a nominal cost if you feel you simply will not have the time to clean your suite as required

Some things you should know

- ◆ you must vacate your unit by 1:00 p.m., this is stipulated in your tenancy agreement
- ◆ several people may be moving on the same day as you, please coordinate your time with the building manager
- ◆ it is your responsibility to ensure your unit is left clean when you vacate

Basic cleaning requirements

- ◆ wash walls to remove all marks
- ◆ vacuum and shampoo carpeting (see manager for instructions or use of a machine)
- ◆ clean drapes/blinds at a reliable drapery cleaners or obtain washing instructions from manager
- ◆ wash all windows, window sills, light fixtures and shelves
- ◆ clean and wax all floors (see manager for instructions for hardwood floors)
- ◆ sweep and clean out your locker area
- ◆ clean out all closets and dust louver doors if applicable
- ◆ remove all rubbish
- ◆ Other _____

Specific cleaning for the kitchen

- ◆ defrost and wash refrigerator and then leave on low (see instruction sheet)
- ◆ clean range, oven, pans, broiler grills and racks, wash hood and exhaust fan
- ◆ remove paper lining from cabinet shelves
- ◆ wash floors and walls
- ◆ wash behind and under stove and refrigerator

Specific cleaning for the bathroom

- ◆ scrub tile and clean grout
- ◆ wash bath tub, sink, shower and toilet, wash floors
- ◆ clean medicine cabinet and mirrors

Preliminary Inspection Performed On _____, 20 _____

The following items were noted during the preliminary inspection and require your attention:

When you have moved out all of your belongings and the cleaning is complete, please contact _____ @ _____ who will inspect the suite and locker area with you. At that time, they will collect the keys from you and obtain your forwarding address for prompt return of your security deposit. We have enjoyed your tenancy, thank you.

Landlord's Signature: _____ Date: _____, 20 _____