

## **GUIDELINES FOR TENANTS MOVING OUT**

**NOTE: The following checklist has been compiled with the assistance and co-operation of the Office of Residential Tenancies.**

- Cupboards:    \_\_\_    Clean and wash inside and out.  
                  \_\_\_    Wash top and bottom of exterior of the cupboards.  
                  \_\_\_    Knobs and/or door handles
- Counters:    \_\_\_    Clean and remove all stains.
- Sink:         \_\_\_    Remove all water spots and stains. Clean and polish.
- Fridge:      \_\_\_    Wash inside, top sides and wash wall behind and floor underneath.
- Stove:        \_\_\_    Move out and clean the back and sides.  
                  \_\_\_    Remove and clean the burner rings and drip pans.  
                  \_\_\_    Clean space underneath the burners.  
                  \_\_\_    Clean the oven, including the broiler pan, racks and lower drawer.  
                  \_\_\_    Clean and wash the wall and floor behind and under the appliance.
- Bathroom:   \_\_\_    Clean all tile / tub enclosure.  
                  \_\_\_    Clean toilet, tub, basin, vanity, and medicine cabinet.  
                  \_\_\_    Remove all water spots and stains.  
                  \_\_\_    Polish all chrome fixtures.  
                  \_\_\_    Clean out bathroom fan cover.
- Windows:    \_\_\_    Wash all windows, screens, window sills and frames.
- Walls:        \_\_\_    Clean and wash all walls and shelving.  
                  \_\_\_    Wash all interior doors, exterior doors, closet doors, frames and windows of  
                          doors.  
                  \_\_\_    Wash all light switch covers.  
                  \_\_\_    Wash all handrails.
- Floors:      \_\_\_    All floors are to be swept and washed throughout the unit.  
                  \_\_\_    Wash all baseboards; make sure that there is no buildup left underneath.  
                  \_\_\_    Wash stairs ensure corners are cleaned.  
                  \_\_\_    Clean and wash all heat registers (vacuum out), cold air returns, outlet covers,  
                          etc.
- Light fixtures: \_\_\_    Clean and wash all light fixtures.  
                  \_\_\_    Replace all missing and burned out light bulbs.
- Furnace:     \_\_\_    Install new furnace filter.  
                  \_\_\_    Wipe down furnace and hot water tank.
- Decks/Stairs: \_\_\_    Clean and sweep.
- Yard:        \_\_\_    Pick up all trash and dispose of as required by Town/City Bylaw.

**NOTE: Any chips in fixtures will be charged for. Records are kept of previous marks etc. on these items.**

Call the Housing Authority at least 5 days prior to moving out to set up an appointment for an inspection. The inspection will be conducted when you are ready to turn in your keys, after the house has been removed of your belongings and cleaned as per Housing Authority requirements. Turnover of services (power, heating and/or water) where and when applicable should also be scheduled for this date.

You will be informed of any cleaning deficiencies and the charges for these at the end of the inspection. You will also be informed of all damages beyond normal wear and tear. All damages will be reported to the office and a letter forwarded to you for the repair or replacement.

New Mailing Address:

Effective Date: \_\_\_\_\_

Tenant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_

I / We acknowledge receipt of the "Guidelines for Tenants Moving Out".

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date