



# MOVE-OUT CHECKLIST FOR TENANTS

## Moving Out

- Set up an inspection appointment by calling your housing authority at least five days before you move out.
- Your housing authority will compare your unit's condition on the day you move out to the unit's condition on the day you moved in as noted on your copy of the Rental Unit Condition Report (Move-in).
- Under the *Residential Tenancies Regulations, 2006*, Section 8(1), you must keep your unit reasonably clean and fix anything that you damage in the unit. You are not responsible for reasonable wear and tear. Your housing authority will inform you of any charges for cleaning and damage beyond normal wear and tear.

## Reminders

- Moving vehicles are not allowed on lawns or sidewalks.
- Arrange for Canada Post mail forwarding services before move-out.
- **Schedule disconnection of utility services (power, heating, and/or water) for the day you move out.**

## Cleaning Checklist

- |  |                          |  |
|--|--------------------------|--|
| Cupboards/Doors                                    | <input type="checkbox"/> | Clean and wash inside and outside including top and bottom exterior          |
| Counters   | <input type="checkbox"/> | Clean and wash; remove dirt and spots  |
| Kitchen Sink/Taps                                  | <input type="checkbox"/> | Clean and wash; remove water spots and polish                                |
| Stove/Hood   | <input type="checkbox"/> | Pull out; clean back and sides   |
|  | <input type="checkbox"/> | Remove and clean stove top, burner rings, drip pans, and under drip pans     |
|  | <input type="checkbox"/> | Clean and wash oven, including broiler pan, racks, and lower drawer          |
|  | <input type="checkbox"/> | Clean and wash wall and floor behind and under stove                         |
| Refrigerator<br>(keep plugged in and closed)       | <input type="checkbox"/> | Pull out; clean back, sides, and top   |
|  | <input type="checkbox"/> | Defrost, wash, and clean interior (including door seal)                      |
|  | <input type="checkbox"/> | Clean and wash wall and floor behind and under refrigerator                  |
| Bathroom Sink/Taps                                 | <input type="checkbox"/> | Clean, wash, and polish  |
| Toilet   | <input type="checkbox"/> | Clean and wash inside and outside  |
| Tub/Showerhead/Taps                                | <input type="checkbox"/> | Clean and wash inside and outside; polish fixtures                           |
| Vanity/Medicine Cabinet                            | <input type="checkbox"/> | Clean and wash inside and outside, including mirror                          |
| Bathroom Fan Cover                                 | <input type="checkbox"/> | Clean and wash   |
| Washer and Dryer<br>(if applicable)                | <input type="checkbox"/> | Pull out, clean back, sides, and top   |
|  | <input type="checkbox"/> | Clean and wash interior and exterior   |
|  | <input type="checkbox"/> | Clean and wash walls and floor behind and under washer/dryer                 |
| Windows/Screens                                    | <input type="checkbox"/> | Clean glass inside, outside, screens, and between window panes (if possible) |
|  | <input type="checkbox"/> | Clean and wash tracks, frames, and sills                                     |
| Walls<br>(filling picture nail holes not required) | <input type="checkbox"/> | Wash all walls including doors, closets, closet doors, frames, and shelving  |
|  | <input type="checkbox"/> | Clean all heat registers, baseboards, outlet covers, etc.                    |
| Light Fixtures                                     | <input type="checkbox"/> | Clean and wash all fixtures  |
|  | <input type="checkbox"/> | Replace burnt-out bulbs  |
| Carpets  | <input type="checkbox"/> | Vacuum and spot clean or shampoo as necessary                                |
| Floors<br>(e.g. laminate, linoleum)                | <input type="checkbox"/> | Sweep and wash all floors  |
| Basement (if applicable)                           | <input type="checkbox"/> | Remove personal items and trash; sweep and wash floor, as necessary          |
| Furnace/Water Heater                               | <input type="checkbox"/> | Replace or clean filter  |
| Patio/Deck/Balcony                                 | <input type="checkbox"/> | Sweep  |
| Yard   | <input type="checkbox"/> | Remove and dispose of trash as required by municipal bylaw                   |
|  | <input type="checkbox"/> | Rake leaves  |
|  | <input type="checkbox"/> | Cut grass and remove weeds   |
|  | <input type="checkbox"/> | Remove snow from sidewalks   |
| Shed<br>(if applicable)                            | <input type="checkbox"/> | Remove personal items and trash; sweep floor; leave door closed and unlocked |