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MOVE OUT CHECKLIST

It will be necessary for you to complete the following items to ensure a refund of your security deposit. Once the items are completed, please contact your Building Manager to complete a Move-Out Form and return your keys prior to vacating. A charge for changing locks will apply if all suite keys are not returned. **Do not throw furniture in or around disposal bins. Failure to comply with this request will result in the disposal of furniture charge being deducted from your security deposit.**

Balcony \$20.00: Clean and sweep balcony and ensure it is free of debris.

Bathroom \$70.00: Clean with diluted bleach or all purpose cleaner (ex. Mr. Clean) the bathtub, tub tiles, toilet, sink, vanity, mirror, soap dish, shower rod, all faucets, tissue holders, and clean exhaust fan/vent.

Carpet: All carpet must be cleaned by a professional carpet cleaning company. If you wish to arrange this carpet clean on your own, please submit a receipt to your caretaker upon your move out. **Estimated as follows:** Bachelor **\$85.00**, One bedroom **\$95.00**, Two bedroom **\$100.00** and Three bedroom **\$105.00**

Closets \$25.00: Clean storage room, linen, entrance and bedroom closets.

Cupboards \$60.00: Clean and wipe with all purpose cleaner the inside and outside of cupboards, top of cupboards, countertops and sink.

Fixtures \$25.00: Wash all light fixtures with all purpose cleaner and replace all burnt out bulbs, including exterior fixtures.

Fireplace: Clean fireplace and grate.

Floor Coverings \$25.00: All linoleum areas must be washed with all purpose cleaner. All carpeted areas must be vacuumed. All baseboards must be cleaned with all purpose cleaner including doors, windowsills and frames. Carpets will be professionally steam cleaned and the cost of it will be deducted from the tenant's security deposit.

Fridge \$50.00: Defrost, clean inside and out with diluted bleach or all purpose cleaner, pull out and clean all exterior sides and the floor underneath with all purpose cleaner, replace burnt out bulb. Leave fridge shut off with door open.

Misc \$50.00: Clean air-conditioner and heat radiators. Remove cover and vacuum the fins, and the carpet underneath.

Stove \$60.00: Clean inside of oven with oven cleaner. Clean with all purpose cleaner the burners, under burners, hood and fan. Replace burnt out oven bulb. Pull out and clean all exterior sides and the floor underneath.

Walls \$125.00: Wash all walls with diluted bleach or all purpose cleaner.

Windows \$50.00: Clean inside and out of windows and doors, including window tracks, replace dismantled drapery tracks.

Please ensure that you have booked a Move-Out Inspection with your Building Manager. Your move out form must be signed before we can refund your security deposit or it will need to be processed through Residential Tenancies Office with a charge of \$50.00.

**** Remember that if you live in a building where there are elevators you will also have to reserve the elevator with your Building Manager to move your belongings out****

We trust your stay with us has been pleasant.