

MOVE OUT INFORMATION SHEET

In order to make your move out go as smoothly as possible, we would like you to know what we expect. Our goal is to return 100% of your Security Deposit.

In order to make this happen, please use the checklist below as a guideline and have it available at the time of move out.

We ask that you vacate the unit **by 3:00 p.m. on the last day of your tenancy**, and that the condition (move-out) report is completed with the Building Manager. **Please pre-book this appointment as soon as you have a firm moving date.**

You are responsible for utilities to the last day of the month even if you vacate a few days early.

Manitoba Hydro: 204-480-5900
Shaw Cable: 204-480-7429
Bell MTS: 204-225-5687

CLEANING INSTRUCTIONS:

It is expected that you will leave your apartment in excellent condition. Any extra cleaning will be charged against your deposit at a rate of \$50.00 per hour. The following is a list of expectations and charges for any items not done. Management reserves the right to charge for additional items.

- Clean stove and oven completely. Just make sure you do not have a self-cleaning oven.
- Clean and defrost fridge
- Clean under and behind fridge and stove
- Wash all shelves and cupboards thoroughly
- Wash all marks off walls. **Do not attempt to repair or putty any nail holes / damage** as it will result in walls requiring painting and additional charges to you.
- Completely and thoroughly clean bathroom
- Wash all baseboards
- If sinks are used when cleaning, be sure they are cleaned
- Wash floors and carpets throughout entire apartment (any carpets not washed and proof supplied will be charged a minimum of \$85. Any excessive stains or deodorizing will be extra.)
- Wash windows, ledges, blinds and sills
- Vacuum all vents
- Clean all light fixtures and replace any burnt out bulbs
- Don't leave garbage behind. There is an additional charge for disposing of items. Furniture items are not to be disposed of in or near the garbage dumpsters. Call your building manager to have pick up arranged.
- Be sure the Building Manager does a condition report when you leave
- Return all keys and FOBs