

MOVE-OUT CHECKLIST



This checklist outlines the condition in which your rental unit must be left when moving out. Be advised that if your rental unit is not left in a clean, move-in ready condition, charges will incur that you will be liable for. Charges can include cleaning staff, drywall repair etc.

Make sure to contact your property manager a few weeks before your move-out day to schedule your final walk-through appointment. Please note, that the last day of your tenancy is the last day of the month, unless other arrangements have been made with your property manager.

- Notify your property manager of your moving date in writing. Make sure you provide at least 60 days notice before or on the first of the month, but no less than the full term of the lease.. This is also the time to give your landlord a forwarding address.

Kitchen:

- Fridge and freezer must be cleaned thoroughly. Pull out all drawers and shelves when cleaning. Pull fridge away from the wall to clean the floor underneath and the sides.
- Stove and oven are to be cleaned inside and out. Pay attention to oven racks, burners, knobs, storage drawer.
- Clean any grease under hood fan and filter.
- Cupboards and drawers must be cleaned inside and outside including knobs and handles. Counters to be cleaned top and bottom.
- Clean sink, drain, backsplash, kitchen floor and top of the fridge.

Bathroom:

- Vanity bowl, drain, medicine cabinet, floors and walls must be cleaned.
- Scrub with a light brush or a cloth to remove soap scum and any dirt or hair from shower tiles or tub surround.
- Toilet bowl to be cleaned with a toilet bowl cleaner. Ensure you have cleaned and wiped down the top and bottom of the toilet, inside and out, as well as the toilet seat.

Everything else:

- Wash windows inside-out. You will need to remove the screen to do this and then put the screen back on. Make sure the screen is clean of dirt and bugs.
- All carpets are to be vacuumed and cleaned.
- Wipe down all shelves, cupboards, closets and doors. Pay attention to handles, knobs baseboards and door frames.
- Any burned out lightbulbs will need to be replaced.
- Remove any bulk items and garbage ahead of time. Couches, mattresses and other furniture cannot be left at the property. A fee of \$300 will be charged to the tenant for any furniture or excess garbage left behind.
- Repair damages. Simply this means to deliver the unit to the condition you found it and documented at the move-in report. This can include but not limited: openings or holes on the wall caused by mounting TVs, furniture or accidental damages.
- Parking space is to be left at the condition it was found, free of oil leaks.
- Have all keys prepared for delivery including unit key, building door/lobby, mailbox key.