



## MOVE-OUT CHECKLIST

Things to remember during your move-out:

- Prepare your unit for viewing by prospective tenants.
- Arrange to have utilities and services disconnected as of your move-out date so you won't be charged for them after you move out.
- Return all keys to the office on the day of move-out.
- Move-out must be completed by 4:00 pm on the day your lease terminates.
- Your unit was provided to you fresh, clean and in good condition, and must be returned to this condition at move-out to avoid charges for cleaning services.
- There will be a fee for maintenance work required after you move out. The fees charged are listed below.

In preparation for your move, please refer to the checklist following. Tick off the task as it is completed. **Remember: if you do not complete the work, we will do it after you leave, and you will be charged for each item.** We will send the invoice to your forwarding address or your current address if a forwarding address is not provided. If no contact or payment / repayment agreement is made within one month of sending the invoice, the file is sent to a collection agency.

Your cooperation is appreciated.



<b>KITCHEN</b>	<b>FEE</b>	<b>DONE!</b>
<input type="checkbox"/> 1. Defrost and clean refrigerator completely	\$37.00	_____
<input type="checkbox"/> 2. Pull refrigerator out and clean beneath	\$15.00	_____
<input type="checkbox"/> 3. Clean stove and oven completely (starting at...)	\$37.00	_____
<input type="checkbox"/> 4. Clean fan hood and screen	\$20.00	_____
<input type="checkbox"/> 5. Pull out stove and clean behind it	\$15.00	_____
<input type="checkbox"/> 6. Sweep, wash and rinse floor including spot removal	\$37.00	_____
<input type="checkbox"/> 7. Clean sink, taps and counters	\$25.00	_____
<input type="checkbox"/> 8. Clean and sanitize cabinets inside and out, including doors and trim	\$37.00	_____
<input type="checkbox"/> 9. Clean light and check bulb	\$10.00	_____
<b>LIVING ROOM</b>		
<input type="checkbox"/> 1. Clean light and check bulb	\$10.00	_____
<input type="checkbox"/> 2. Sweep, wash and rinse floor including spot removal	\$37.00	_____
<input type="checkbox"/> 3. Wash/steam clean carpet, including spot removal	\$200.00	_____
<input type="checkbox"/> 4. Wash window and door	\$20.00	_____
<b>VESTIBULE AND HALLWAY</b>		
<input type="checkbox"/> 1. Sweep, wash and rinse floor including spot removal	\$37.00	_____
<input type="checkbox"/> 2. Clean closet shelves and door	\$20.00	_____
<input type="checkbox"/> 3. Wash/steam clean carpet, including spot removal	\$200.00	_____
<input type="checkbox"/> 4. Clean doors	\$10.00/door	_____
<b>BEDROOM(S)</b>		
<input type="checkbox"/> 1. Clean closet shelves and door	\$15.00/closet	_____
<input type="checkbox"/> 2. Wash/steam clean carpet, including spot removal	\$200.00	_____
<input type="checkbox"/> 3. Clean doors	\$10.00/door	_____
<input type="checkbox"/> 4. Clean lights and check bulbs	\$10.00/light	_____
<input type="checkbox"/> 5. Wash windows	\$10.00/window	_____
<b>BATHROOM(S)</b>		
<input type="checkbox"/> 1. Sanitize bathtub and taps	\$20.00	_____
<input type="checkbox"/> 2. Wash tiles and clean grout	\$37.00	_____
<input type="checkbox"/> 3. Clean sink and taps	\$15.00	_____
<input type="checkbox"/> 4. Clean and sanitize cabinets and medicine chest	\$20.00	_____
<input type="checkbox"/> 5. Clean counter and soap trays	\$10.00	_____
<input type="checkbox"/> 6. Sanitize toilet bowl and tank	\$20.00	_____
<input type="checkbox"/> 7. Sweep, wash and rinse floor	\$20.00	_____
<input type="checkbox"/> 8. Clean door	\$10.00	_____
<input type="checkbox"/> 9. Clean light and check bulb	\$10.00	_____
<b>LINEN CLOSET AND HALLWAY AND STAIRS</b>		
<input type="checkbox"/> 1. Clean closet and shelves	\$20.00	_____
<input type="checkbox"/> 2. Clean door	\$10.00	_____
<input type="checkbox"/> 3. Clean light and check bulb	\$10.00	_____
<input type="checkbox"/> 4. Wash/steam clean carpet, including spot removal	\$200.00	_____
<b>OTHER</b>		
<input type="checkbox"/> 1. Sweep patio and/or balcony	\$15.00	_____
<input type="checkbox"/> 2. Remove weeds from yard	\$37.00	_____
<input type="checkbox"/> 3. Clean, sweep and spot clean basement	\$37.00	_____
<input type="checkbox"/> 4. Garbage cleaned, emptied and swept	\$15.00	_____
<input type="checkbox"/> 5. General vacuuming	\$20.00	_____
<input type="checkbox"/> 6. Clean/sweep carport and remove all items	\$125.00	_____
<input type="checkbox"/> 7. Minimum removal charge for items left behind	\$175.00	_____
<input type="checkbox"/> 8. Other (damages, missing items, etc.)	TBA	_____

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