



MOVING OUT PROCESS Apartment

Once you have given the required Full Month notice in writing, before the 1st of the month, you can expect the following:

- You have one month/30 days to move out. You are expected to pay the rent for any remaining time in the unit.
- During the last 30 days of your tenancy, we have authorization to enter the unit without further notice* to:
 - inspect for possible damage and to advise what damage will be charged to you if no action is taken
 - show your apartment to prospective new tenants.
- Near the end of your 30 days we will be in touch with you to arrange a time to do the Move-Out Condition Report, to take final meter readings and to get your keys.

*We will make every effort to give notice if we plan to come to the unit during this time, however, we can't always make this happen.

Damage Deposit Return

You're moving out and you want your full damage deposit back. Here are some basic things you can do to help make sure that happens.

1. **Cleaning:** Make sure your unit is in the same shape it was in when you first moved in.
 - Floors must be cleaned/mopped
 - Bathrooms must be cleaned (toilet, tub/shower, sink, mirror, etc.)
 - Kitchen
 - ◆ Oven needs to be cleaned inside and out
 - ◆ Sinks need to be cleaned. Sink and tub stoppers need to be there



- ◆ Cupboards must be emptied and cleaned inside and out
- ◆ Fridge and Freezer must be emptied and shelves wiped
- Bedrooms need to be emptied, dusted and vacuumed
- Walls: if unusual damage, such as large scratches/holes you will need to repair. Don't worry about small tacks or nail holes
- Replace any burnt-out lightbulbs
- Finally, if there are any other damages make sure you let us know so we can get it fixed or you can get it fixed before leaving (broken blinds or doors, holes in the walls, mold, etc.)

2. Utility Bills: Don't forget to pay your final Hydro, Gas, and Water bills. Please provide proof of final paid utility bills before we return your damage deposit.

If you have any questions regarding any part of this process, please don't hesitate to give us a call or stop by the office to talk with us.