



## **MOVING OUT PROCESS**

### **Rooming House**

Once you have given the required Full Month notice in writing, before the 1<sup>st</sup> 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.
  - Floor must be cleaned/mopped
  - Fridge and Freezer must be emptied and the shelves wiped down
  - Cupboards/wardrobes must be emptied and wiped clean, inside and out
  - If you have a closet, you must empty that as well and dust inside
  - 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

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a property management company



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- Finally, if there are any other damages (blinds, mold or holes in the walls, broken doors, etc.) make sure you let us know so we can get it fixed or you can get it fixed before leaving

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.