

MOVE OUT - INFORMATION SHEET

DATE: _____

In order to make your move 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 6:00 p.m. on the last day of your tenancy**, and that the condition (move-out) report is completed with the Building Caretaker. Please pre-book this appointment with the Building Caretaker.

Please get your hydro meter reading from the Caretaker and call the reading into hydro when you cancel your hydro account. You are responsible for utilities to the last day of the month even if you vacate a few days early. Be sure to have your phone and cable disconnected also.

Manitoba Hydro:	204.480.5900
Shaw Cable:	204.480.3500
MTS TV:	204.225.5687
Water:	204.986.5858

It is expected that you will leave your apartment in excellent condition (minus normal wear and tear). Any extra cleaning will be charged against your deposit at a rate of \$20.00 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.

BATHROOMS

- Mirrors/Top ledge of Mirrors** – Make sure they are shining, dust free and no smudges
- Toilets** – (including under rim and hinged area of lid and around base of bowl)
- Sink** – clean all of scum.
- Vanity Cupboards & Doors** Inside/Out (including knobs and hinges)
- Counter Top** – all corners & edges clean; a toothbrush works well
- Tissue/Towel Bar & Shower Rod** – SHINING all sides
- Medicine Cabinet** – wipe inside walls, shelves, door & top ledge
- Faucets** – SHINING – Lime Away works well on hard water build-up; no water spots and scrub the bottom where it is connected to the vanity.
- Showerhead/ Faucet** – SHINING – Lime Away works well on hard water build-up.
Hint: you can hold a small baggie with Lime Away in it for a short time on the showerhead and the hard water deposits will come off. For tougher cleaning, secure the baggie with a twist tie to the neck of the showerhead and let sit for a while. Rinse well.
- Tub/Shower** (including top ledges) – sides and bottom must be scum free, clean with non-abrasive cleaners.
- Flooring/Molding** – Floor and molding (top and bottom) must be clean.
- Walls** – all picture hooks removed. Wash off any marks.
- Door/ Knob/ Frame** – door, frame and knob wiped down and clean; knob shining.
- Light Bulbs** – clean bulbs and replace burnt out bulbs with appropriate size. **DO NOT** try to clean a hot bulb, as it will explode!
- Light Fixture** – shining – including top ledge.
- Vent** – vacuum, dust and clean all ledges.
- Electrical Plates** – cleaned.

LIVING/ DINING AREA

- Patio Glass/ Track/ Metal Edgings/ Screen** – clean inside & out, vacuum the tracks and screen, clean the track if black, clean all metal edgings so it shines; clean metal around window but do not use anything that will scratch the metal.
- Blinds** – dusted and cleaned.
- Fireplace** – dusted including inside.
- Walls** – remove all picture hooks, wash off any marks.
- Light Fixture** – shining inside & out, replace burnt out bulbs with appropriate size.
- Electrical Plates** – cleaned.
- Hall Light** – clean off any debris on inside/outside.
- Flooring/ Molding** – vacuum flooring; molding must be clean (top & bottom).
- Patio** – swept & all debris removed.
- Carpets** – professionally steam clean.

BEDROOMS/ DEN

- Windows Track, Metal Edgings/ Glass** – clean inside & out, vacuum the tracks and screen, clean the track if black, clean all metal edging so it shines; clean all tape from metal around window but do not use anything that will scratch the metal.
- Blinds** – dusted and cleaned.
- Doors/ Knobs/ Frames** – wiped down and cleaned; knob shining.
- Walls** – remove all picture hooks, wash off any marks.
- Flooring/ Molding** – vacuum flooring; molding must be clean top & bottom.
- Closet/ Doors/ Shelves** – wiped down clean.

HALLS

- Floor/ Molding** – vacuumed and molding must be clean top & bottom.
- Walls** – remove all picture hooks, wash off any marks.
- Lights** – dust and clean inside and out; replace burnt out light bulbs with appropriate size.
- Electrical Plates** – clean.
- Doors/ Knobs/ Frames** – wiped down and cleaned.
- Entry Door** – cleaned inside and out including edges.
- Entry Hall** – please vacuum after you have moved everything out.
- Carpets** – professionally steam cleaned.

KITCHEN

- Refrigerator/Freezer** – inside and out, rolled out, spotless cleaned (including top, back and sides);
LEAVE YOUR REFRIDGERATOR PLUGGED IN AND RUNNING ON LOW AFTER BEING CLEANED.
- Stove** – top burner plates, knobs, panel, and bottom drawer, lift top clean under stovetop. *DO NOT use abrasive cleaners on shiny surfaces.*
Turn off circuit breaker for stove and pull it out to clean sides of the stove and the surrounding walls. (To pull it out, open the oven door and grab under the lid. It might need an initial jerk to begin.)
- Oven** – inside sparkling clean (including racks).
- Microwave** – inside and out, exhaust fan filters, cleaned.
- Dishwasher** – inside and out, including door (use ½ cup vinegar instead of soap and run cycle, then wipe clean).
- Sinks/ Faucets** – SHINING clean, clean around edges and behind faucet.
- Garburator** – free of debris (grinding up tray of ice cubes and sliced lemon makes sure it is clean and smells good).
- Counter Tops** – all corners and edges clean, DO NOT use abrasive supplies.
- Cupboard/ Drawer Doors** – inside and out, knobs and hinges clean.
- Cupboards** – inside and out of doors, all shelves and inside clean, underside of top cabinets.
- Drawers** – wash out drawers.
- Top of Upper Cabinets** – washed and cleaned.
- Flooring/ Molding** – Floor and molding (top and bottom) must be clean.
- Electrical Plates** – clean.
- Walls** – all picture hooks removed, wash off all marks.

Vacuum carpeting throughout entire home, including the closets. Be sure to clean next to the wall with a tool from the vacuum or using a soft brush.

All light bulbs must be replaced if burnt-out. Place all bagged garbage from your apartment in the dumpsters. There is a charge for disposing of items. Furniture items are not to be disposed of in or near the garbage dumpsters.

The following is a list of possible charges:

KITCHEN

Refrigerator Crisper Tray:	\$ 60 minimum
Refrigerator Crisper glass:	\$ 60 minimum
Cabinet Hinges:	\$ 60 minimum
Flooring Replacement:	\$ 250 minimum

CARPETS

Steam Cleaning Stains:	\$ 50 - \$ 90 minimum
Replacement:	\$ 800 minimum

BATHROOMS

Tissue Holder:	\$ 60 minimum
Towel Bar:	\$ 70 minimum
Shower Rod:	\$ 70 minimum
Toilet Seat:	\$ 25 minimum
Vinyl Replacement:	\$ 250 minimum

PAINTING

Holes:	\$ 10 - \$ 35 minimum
Painting:	\$ 500/per coat of paint minimum
Light Bulbs:	\$ 5 minimum

MISCELLANEOUS

Mini Blinds:	\$ 120 minimum
Bedroom Vertical Blind:	\$ 130 minimum
Vertical Blind – per slat:	\$ 14 minimum
Vertical Blind – Patio:	\$ 300 minimum
Door Closure:	\$ 60 minimum
Door Stops:	\$ 60 minimum
Screen Doors – Rescreen:	\$ 90 minimum
Screen Door:	\$ 60 minimum
Light Fixture Globes:	\$ 60 minimum
Electrical Plates:	\$ 60 minimum
Door Replacement:	\$ 200 minimum
Door Repair	\$ 100 minimum
Smoke Detector:	\$ 35 minimum
Door & Mailbox Lock Changes:	\$ 75 minimum

OTHER

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Thank you for residing at _____.

*** Management reserves the right to charge more according to the severity of the damages.**