
VACATING PROCEDURE

Tenant Name: _____ Date: _____

Address: _____

We have received your vacate notice and we are sorry to see you leave. We would like to take this opportunity to inform you about our vacating procedures. In order that the security deposit is returned intact, please observe the following before you leave:

1. KITCHEN

- Fridge and stove - pullout and clean behind.
- Defrost and wash inside and outside of fridge; please leave fridge running.
- Clean stove, oven and racks.
- Clean cupboards (inside and outside), countertops and floor.

2. BATHROOM

- Clean sink, toilet, bathtub, wall tiles, tile grout, and floor.

3. WINDOWS AND DOORS

- Wash inside and outside plus frames where possible.

4. BALCONIES

- Clean and remove plants, chairs, etc.

5. CARPETS

- Vacuum and shampoo, or leave a cleaning charge for a carpet that is not shampooed. The charges are as follows:

Bachelor \$ _____ 1 Bedroom \$ 85.00
2 Bedroom \$ _____

6. HARDWOOD FLOORS

- Swept and Washed

7. NAILS, SCREWS, TAPE, DECALS, ETC.

- Remove from walls or other areas

8. LOCKERS

- Clean and empty locker and please *notify manager of locker number that was occupied.*

When moving you are required to vacate by 12:00 PM (noon) on the last day of the month. However, it would be appreciated if you could leave earlier than the last day of the month to allow for an easier moving transition. *Please notify the manager of the expected day you will be moving in advance.*

WHEN A SUITE HAS BEEN OCCUPIED FOR LESS THAN ONE YEAR ANY PAINTING REQUIRED WILL BE CHARGED TO THE TENANT.

Please return the keys you received when you moved in and leave a forwarding address. **KEYS NOT RETURNED:** there is a charge of \$ 30.00 for lock change, \$ 10.00 for the mail key, \$ 5.00 for the building entrance key.

It is important to note that the above areas will be checked. If they have not been cleaned a deduction will be made from your security deposit; \$ 100.00 per hour for cleaning. We will do a suite condition report with you before you leave. Please contact us if you have any questions and thank you for your cooperation.

Management.