



Pursuant to the Residential Tenancy Act, a tenant is required to clean the unit, repair any damages, and to vacate the unit by 1:00 PM on the day the tenancy ends unless otherwise provided in the tenancy agreement.

The following is a checklist to help ensure that you maximize the returned portion of your security and/or pet deposits:

Arrange a time/date to inspect the premises with your property manager at least two weeks in advance.

Fridge - defrost, remove drawers etc, and clean inside. Pull out appliance, clean exterior, walls and floor. Replace drawers etc.

Stove - clean inside with oven cleaner or self clean. Remove elements and drip pans, etc. Clean all parts. Pull out appliance, clean exterior, walls and floor. Replace elements etc. No greasy build-up should remain.

Hood fan - remove grille and filter. Clean exterior and grill. Replace filter. No greasy build-up should remain.

Cupboards/counters - must be wiped clean on all surfaces inside and out.

Light fixtures/fans - must be cleaned and dusted. Replace burned out bulbs.

Sinks/taps - must be cleaned.

Bathtub/tile - must be clean and free of mold/mildew.

Toilets - must be cleaned inside and out. No stains.

Walls - all walls must be wiped down throughout the premises. Nail holes must be filled and damage repaired.

Ceilings - must be free of cobwebs and dust. A soft bristled broom works well.

Doors - must be wiped down on both sides.

Railings - must be cleaned.

Windows/sills - inside and outside surfaces must be cleaned. No mold/mildew.



Floors - sweep and clean tile/lino/hardwood/laminate floors. Do not clean laminates with a wet mop.

Carpets - must be vacuumed and professionally cleaned (and professionally sprayed for fleas, if you have had a pet). **Copy of receipt will be required on check out.**

Blinds/drapes - must be professionally cleaned.

Air conditioner - clean filter, wipe the case down.

Fireplaces - must be cleaned.

Furnace - replace filter.

Patios/decks - must be clean and tidy.

Yard - must be mowed/trimmed and be properly groomed. No weeds in gardens and no debris left behind.

Shed - all tools including mowers and trimmers must be cleaned and left with the property.

Storage area - must be empty, clean and tidy.

Parking area - must be empty, oil stains cleaned, and tidy.

Keys - inventory and return all door keys, lobby keys, mail keys, remotes controls, etc.

Repair all damage caused during your tenancy. This includes any modifications that you may have made to the property. Fill small nail holes in walls and buff with a damp sponge instead of sanding. All belongings, garbage and debris must be removed from property.

Inform Canada Post of your change of address. Please note that Canada Post will charge a fee for forwarding mail. Any mail that simply has a new address written on the envelope will not be redirected to you unless a new stamp is affixed as well. Incoming tenants are unlikely to do this for you.

In a nutshell, return the premises to the condition that you would expect to find it when moving in. Use appropriate cleaning products for each job to ensure that cleaning is thorough and easy. The new tenant should not have to clean or remove any garbage.



So long as you return the premises in good order, you should expect your full deposit and any interest returned after your move-out.

Arrive on time for your move-out inspection and ensure that all work is COMPLETE BEFORE the property manager arrives.

You must provide your forwarding address to receive your security deposit by mail. Please also provide a phone number in case it is necessary to contact you.

PEOPLE/BUSINESSES TO NOTIFY OF MOVING DATE AND NEW ADDRESS

Change your address

Credit card companies
Bank branch
Subscriptions
Insurance agent
Canada Customs & Revenue Agency
Drivers license and/or B.C. ID card
Medical Services Plan
Family and friends

Inform the following utilities & services of departure date

B.C. Hydro
Shaw Cable or Telus
Fortis B.C.
District - water account. **We require confirmation from the water department that your account has been paid in full to the end of the tenancy.** This is because unpaid water bills are transferred to the owner's property taxes.



OUTGOING TENANT INFORMATION FORM

Tenant Name(s): _____

Forwarding Address _____

Phone : _____

E-MAIL _____

PROPERTY ID _____

PROPERTY ADDRESS _____

