

## 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 **power meter** reading from the Caretaker and call the reading into **power** when you cancel **power 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.

|                              |                       |
|------------------------------|-----------------------|
| <b>SaskPower:</b>            | <b>1.888.757.6937</b> |
| <b>SaskTel:</b>              | <b>1.800.727.5835</b> |
| <b>Access Communication:</b> | <b>1.866.363.2225</b> |

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 \$25.00 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.
- 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.
- 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.
- Flooring/ Molding** – vacuum flooring; molding must be clean top & bottom.
- Closet/ Doors/ Shelves** – wiped down clean.

