

## MOVE OUT INFORMATION

(For your move out inspection - see letter enclosed for inspection date and time.)

For the full return of your Security Deposit, please read through the following guide-line to ensure that all items have been completed. It is your responsibility to leave the premises in a clean and satisfactory condition.

Remember to notify BC Hydro, FortisBC, Water Company etc. your appropriate telephone, cable and internet provider, Post Office and any other relevant service provider of your move.

**FOR HOUSES:** The **oil tank** should be dipped, at your cost, and a card forwarded to our office. We will assist with the collection of the oil but will not be held responsible. You will also need to arrange for special **water reading** and also forwarded to our office. These amounts will be deducted from your security deposit. The water should be taken out of your name.

There are new regulations regarding the return of a security deposit and/or a pet damage deposits. Section 35 of the Act is with reference to the move-out inspection. **If you fail to attend your move-out inspection, you have forfeited your security deposit and/or pet damage deposit. If you cannot attend your move-out inspection, please assign someone to go in your place.**

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|-----------------|---|
| STOVE           | <ul style="list-style-type: none"><li>- pulled out, washed &amp; cleaned behind</li><li>- elements &amp; rings removed &amp; washed</li><li>- oven &amp; racks cleaned, broiler pan washed</li><li>- range, hood &amp; filter cleaned</li></ul>   |
| FRIDGE          | <ul style="list-style-type: none"><li>- defrosted &amp; washed inside &amp; out</li><li>- Pulled out &amp; cleaned behind</li><li>* when defrosting, please do not use sharp objects to scrape ice - you will be charged for any damage</li></ul> |
| CUPBOARDS       | <ul style="list-style-type: none"><li>- washed inside and out</li></ul>   |
| FLOORS          | <ul style="list-style-type: none"><li>- washed &amp; cleaned</li></ul>  |
| BATHROOMS       | <ul style="list-style-type: none"><li>- sink, toilet, tub, cabinets, floors and mirrors to be cleaned</li></ul>   |
| DRAPES & BLINDS | <ul style="list-style-type: none"><li>- drapes must be clean</li><li>- blinds must be wiped clean</li></ul>   |
| CARPETS         | <ul style="list-style-type: none"><li>- professionally cleaned (<b><u>RECEIPT NECESSARY</u></b>)</li></ul>  |
| WINDOWS         | <ul style="list-style-type: none"><li>- glass &amp; sills cleaned</li></ul>   |
| PATIO/DECK      | <ul style="list-style-type: none"><li>- clean &amp; remove all items</li></ul>  |
| LIGHT FIXTURES  | <ul style="list-style-type: none"><li>- fixtures removed and washed</li><li>- bulbs replaced</li></ul>  |
| WALLS           | <ul style="list-style-type: none"><li>- wash &amp; remove all marks</li></ul>   |
| GARBAGE         | <ul style="list-style-type: none"><li>- all garbage must be removed</li><li>- items for charity not to be left behind</li></ul>   |
| KEYS            | <ul style="list-style-type: none"><li>- you will be charged for missing keys</li><li>- unreturned keys require locks changed</li></ul>  |
| LAWN & GARDEN   | <ul style="list-style-type: none"><li>- the lawn must be mowed</li><li>- the flower beds must be weeded</li></ul>   |

**Please also note that per the Residential Tenancy Act, the tenant must vacate the residential property by 1:00 pm on the day the tenancy ends, unless the landlord and tenant otherwise agree.**