

TO AVOID A DEDUCTION FROM YOUR SECURITY DEPOSIT:

FOLLOW THE GUIDELINES BELOW:

- ✓ **USE THE MOVE OUT CLEANING REQUIREMENTS CHECKLIST (ATTACHED):** Use this checklist, to make the move-out clean easier.
- ✓ **ALL CARPETING MUST BE PROFESSIONALLY STEAM CLEANED AND DRIED** (does not include do-it-yourself rental machine cleaning - you must provide the Agent with a company receipt). A professional must come in and steam clean the carpets for you. Make sure to book early, as these companies are extremely busy at the end of the month.
- ✓ **YOU ARE RESPONSIBLE FOR RENT AND UTILITIES UP TO AND INCLUDING THE TERMINATION DATE** (last day of month). If you move out early, you are still required to have the utilities stay in your name until the termination date (last day of month). We cannot use your security deposit for last month's rent!
- ✓ **ELEVATOR BOOKINGS:** Should you be moving out of a strata managed building and you wish to lock off the elevator for your move-out, the elevator must be booked 48 hours in advance. Please contact the strata manager for booking and instructions.
- ✓ **DO NOT DUMP UNWANTED ITEMS/FURNITURE AROUND CONDOMINIUM GARBAGE BINS.** If you do the cost of removal will come out of the security deposit (most condos have video monitoring of the garbage area) and you will be charged an administration fee.
- ✓ **DO NOT PATCH NAIL HOLES** unless directed by an Agent to do so. Any patching will need to be sanded and the entire wall painted.
- ✓ **MOVE OUT INSPECTION:** You are required to complete the move out inspection no later than 12 (noon) on the last day of tenancy. Please contact Ben to arrange an appointment.
- ✓ **DO NOT MISS YOUR APPOINTMENT:** Missing or not being ready for your booked inspection time will result in a \$100 administration charge. Additionally, should GDPM need to coordinate any cleaning or repairs that are the responsibility of the tenant, it will result in a \$100 (minimum) administration fee.

AT THE TIME OF THE MOVE-OUT INSPECTION:

- All belongings must be out of the property. YOU CAN NOT STAY IN THE PROPERTY AFTER THE INSPECTION. YOU MUST TURN OVER POSSESSION.
- All items on the "Move-out Cleaning Requirements -Checklist" must be complete
- All carpets have been professionally steam cleaned and HAVE DRIED (min. 6 hrs. prior or book the day before). Carpets require heat and air flow to dry... WET CARPETS WILL REQUIRE A 2nd INSPECTION WHICH WILL RESULT IN AN ADMINISTRATIVE CHARGE!
- Hang on to a few cleaning supplies in case there are minor touch-ups needed
- All keys (including FOBs, storage, mail keys, garage remotes, etc.) must be available to GDPM at the time of the move out inspection.

Your aim is to return the property back in the same condition as when you moved in. Failure to complete these tasks satisfactorily may result in a charge for extra cleaning. Additional cleaning is charged at \$40/hr.

If you are unable to complete all items on the above checklist, the cost to do so will be deducted from your security deposit along with any admin. charges.

Local cleaning companies below. Note: you are still responsible to ensure all items are completed by any cleaners!!

If you have any questions regarding your move, please contact our office at 250-345-2133

Thank you for your tenancy with GDPM. We wish you all the best with your move!

Cleaning companies:	Carpet Cleaning Companies:
Dust Bunnies: 250-688-1471	Ptarmigan 250-342-9692
Home Made Perfect: 250-688-4219	Odyssey 250-342-1158
	Heavens Best 250-688-0213



MOVE OUT CLEANING REQUIREMENTS CHECKLIST

Hints:

- Rather than cleaning room-by-room, clean task-by-task. For example, equip yourself with window cleaning equipment, go through the whole property. Much faster!
- Make friends with your vacuum cleaner. As well as floors, you can vacuum out cupboards and drawers, vacuum away cobwebs from walls and light fittings, vacuum dust from ceiling fans
- Don't underestimate the amount of time required for a moving-out clean

GENERAL (ALL ROOMS):	Make sure it is cobweb free inside and out where accessible	
All Floors:	Vacuumed &/or Washed (including closets)	
Carpets:	Professionally steam cleaned must provide receipt	
Walls & Baseboards:	Washed, remove marks & spots, dust and wipe clean electrical outlets, light switches & vents	
Doors:	Interior And Exterior Doors, Washed Both Sides (including trim)	
Windows & Mirrors:	In & out washed, tracks/sills,	
Light Fixtures & Fans:	Cleaned Out, No Bugs, Dusted & wiped (particularly tops of fans)	
Bulbs:	All burnt out bulbs replaced	
Window Coverings:	Blinds Cleaned or Dusted, Curtains Washed Or Dry-Cleaned	
Furniture:	If applicable - vacuum and clean upholstery and under cushions.	
Drains:	All drains should be draining smoothly. No plugs or slow drains	
Kitchen:		
Cupboards & Drawers:	Leave empty, dust and wash shelves and face panels	
Countertops & Sinks:	Cleaned, clean taps and turn off properly	
Garborator:	Cleaned out, should be functioning properly	
Hood/Fan:	Degreased and filter screen cleaned or replaced	
Light Fixtures & Fans:	Cleaned out, no bugs	
Bulbs:	All burnt out bulbs replaced	
Window Coverings:	Blinds cleaned, curtains washed or dry-cleaned	
Drains:	All drains should be draining smoothly. No plugs or slow drains	
Kitchen Appliances:		
Dishwasher:	Cleaned Outside, Inside & Sides. Remove and clean filters and cutlery basket	
Fridge (leave pulled out for inspection):	Inside cleaned, sides, door & top Pull out*, vacuum coils and wash walls and floor underneath Water filter changed (if applicable) Be careful when pulling out fridge to not disconnect water cord *****Use tracks or mats to protect hardwood floor*****	
Oven/stove(leave pulled out for inspection):	Stovetop element rings & spill pans (some stovetops lift up) Inside cleaned, sides & door Pull out* and wash sides, walls & floors *****Use tracks or mats to protect hardwood floor*****	
Exhaust Fans/Range Hoods:	Clean including filter	
Bathrooms:	All areas should be free of soap residue, hair and mold. Wash or replace shower curtain	
Sink, Vanity & Cabinets:	Clean sink and remove any stains. Leave empty, dust and wash shelves and face panels	
Toilet:	Clean thoroughly inside and out (Also clean behind and tighten any loose seats)	
Shower/Tub:	Tub/Showe and doors completely cleaned, all tile (wall and backsplash) washed including grouting	
Exhaust Fan:	Take down, wash & put back	
Utility Room:		
Furnace:	Filter changed	
Humidifier:	Filter cleaned and descaled or replaced	
Central Vacuum:	Canister emptied	
Washer/Dryer:	Wiped down, pulled out & cleaned under and around	
Exterior/Garage/Parking:		
Decks/Patios:	Swept, washed, free of stains or debris, any outside furniture cleaned	
Garage/Storage Locker:	Swept & free of any stains or debris	
Parking Stall:	Free of any stains, snow removed (if applicable)	
Lawns/Landscaping:	Lawn mowed, free of any debris, bare spots	