

## Move Out Guidelines

Cornerstone Management expects that, aside from normal wear and tear, our rental properties will be returned to us, at the end of the lease term, **in good repair and fully cleaned**. For Cornerstone Management to return you as much of your security deposit as possible, please review the following move-out guidelines and the attached cleaning checklist. A full security deposit return will occur if:

- The full term of the lease has been met and the full rental balance of the lease has been paid
- Written notice to vacate was received by Cornerstone Management on or before the first day of the month the lease was to end (See section 8 and 10 of the *Residential Tenancy Act*)

As a reminder, and as per the Residential Tenancy Act, landlords may make deductions from security deposit for the following reasons:

- **Repair of damage** to the premises caused or permitted by the Tenant
- **Cleaning needed** to make the premises reasonably clean
- **Rent owed** to the Landlord
- Any other liability or obligation owed by the Tenant to the Landlord

### PLEASE NOTE:

- Your security deposit MAY NOT be used as your last month's rent
- All carpets will be cleaned by the landlords' carpet cleaner with the cost being deducted from the security deposit **UNLESS a receipt is provided from a Truck Mounted Professional Carpet Cleaning Company** and the work is deemed satisfactory by the Property Manager
- It is at the discretion of the Property Manager to charge for any additional cleaning. If additional cleaning is needed, all charges will be deducted from your security deposit.

It is the tenants' responsibility to call our office at **780-701-7400** and schedule a time to complete your move out inspection at the end of your tenancy, this inspection will last around twenty minutes, and all keys will be returned at that time. All cleaning, repairs and removal of personal items must take place before this inspection.

*As per your lease agreement, and Section 19 of the Residential Tenancy Act, your tenancy ends at 12 noon on the last day of your tenancy, unless other arrangements have been made with a Property Manager.*

## Move Out Cleaning Checklist

### ENTRANCE/HALL

AREA	CLEANING
Stairwell, Doors, Closets	Thoroughly clean and wash all walls and trim
Walls, Trim	Wash all walls, dust/wash all trim as needed
Floor covering	Scrub and wash all floor covering
Ceiling	Dust all ceilings, removed all dust/cobwebs
Windows, Screens	Wash all windows inside and out, including windowsills
Electrical fixtures	Dust all fixtures, replace any missing plates
Blinds/Curtains	Dust/wash all blinds, no loose rods or large holes

### KITCHEN

AREA	CLEANING
Walls, Trim	Wash all walls, dust/wash all trim as needed
Floorcovering	Scrub and wash all floorcovering
Ceiling	Dust all ceilings, remove all dust/cobwebs, clean all dust from ceiling fan
Countertops, Sinks	Thoroughly clean all countertops and sinks with cleaner
Cupboards, Doors	Sweep out all crumbs from cupboards, clean with damp rag. Remove all stains from cupboard doors both inside and out
Stove/Hood	Use oven cleaner to remove all stains from inside the stove. Thoroughly clean the stove top, including removing all burners and cleaning burner pans. Remove all greasy residues from inside and outside of hood fan. Clean hood fan filter. Move stove away from wall and clean all sides of stove and wash floor beneath stove.
Fridge	Thoroughly clean inside, outside, on top and behind. Do not snag flooring if fridge has no wheels. Remove all trays and wash in warm water. If unplugging fridge, please cleanup any water that pools, and leave the doors propped OPEN.
Dishwasher	Empty and clean as needed
Windows, Screens	Wash all windows inside and out, including windowsills
Electrical Fixtures	Dust all fixtures, replace any missing plates
Blinds, Curtains	Dust/wash all blinds, no loose rods or large holes
Other appliances	Thoroughly clean as applicable

### LIVING/DINING AREAS

AREA	CLEANING
Walls, Trim	Wash all walls, dust/wash all trim as needed
Doors, Closets	Thoroughly clean and wash all doors, walls and trim
Floorcovering	Scrub and wash all floorcovering
Ceiling	Dust all ceilings, remove all dust/cobwebs, clean all dust from ceiling fan
Blinds, Drapes, Rods	Dust/wash all blinds. Leave all curtain rod brackets in the wall. Do not leave large holes
Windows, Screens	Wash all windows inside and out, including windowsills
Electrical Fixtures	Dust all fixtures, replace any missing plates

**BATHROOM(S)**

AREA	CLEANING
Walls, Trim	Wash all walls, dust/wash all trim as needed
Closets, Doors	Thoroughly clean and wash all doors, closets, walls and trim
Floorcovering	Scrub and wash all floorcovering
Ceiling, Fan	Dust all ceilings, remove all dust/cobwebs, clean all dust from ceiling fan
Electrical Fixtures	Dust all fixtures, replace any missing plates
Windows, Screens	Wash all windows inside and out, including windowsills
Toilet	Thoroughly scrub all toilets, toilet seats and tanks.
Bathtub, Shower	Thoroughly scrub all tubs, showers, and shower walls.
Sink, Vanity, Mirrors	Thoroughly clean all sinks, vanities and mirrors, leaving zero streaks
Blinds, Curtains	Dust/wash all blinds, no loose rods or large holes

**BEDROOM(S)**

AREA	CLEANING
Walls, Trim	Wash all walls, dust/wash all trim as needed
Closets, Doors	Thoroughly clean and wash all doors, closets, walls and trim
Floorcovering	Scrub and wash all floorcovering
Ceiling	Dust all ceilings, remove all dust/cobwebs, clean all dust from ceiling fan
Blinds, Drapes, Rods	Dust/wash all blinds. Leave all curtain rod brackets in the wall. Do not leave large holes
Windows, Screens	Wash all windows inside and out, including windowsills
Electrical fixtures	Dust all fixtures, replace any missing plates

**OTHER**

- Clean and sweep out carport, garage, basement and patio (if applicable)
- Remove all garbage & waste items from unit
- Mow the lawns/shovel the snow one last time before vacating
- Replace the batteries in the smoke detector
- Replace all burnt out or missing lightbulbs
- Replace the furnace filter
- Remove all personal items from yard and sheds, if applicable

As a reminder, the rental unit must **be cleaned thoroughly before the move out inspection** date. Please review each item and complete accordingly. Failure to adequately clean the unit may result in deductions made in your security deposit. The same inspection form used at the move in inspection will be brought to the move out inspection with the condition of the rental unit at the move out inspection being compared to the notes made on the move in inspection form. **Please bring your copy of the move in inspection form.**

## Move Out FAQ's

### ▪ **What do I need to do now that I have given notice to vacate?**

After giving written notice of your intention to vacate the property please contact our office to **book a convenient time for your move out inspection**. The move out inspection needs to take place after all possessions are removed from the unit and the unit has been cleaned according to the guidelines and checklist in this package.

### ▪ **When will I receive my security deposit balance?**

According to the *Residential Tenancy Handbook* produced by Service Alberta, which explains the rights and responsibilities of all tenants and landlords pursuant to the *Residential Tenancies Act (RTA)* and regulations, states:

*“A landlord must, within 10 days of the tenant giving up possession of the residential premises, either pay the security deposit plus interest to the tenant or provide a statement of account that shows what the costs were or provide an estimate of what the costs are expected to be. A final statement of account and any remaining balance must be provided to the tenant within 30 days after the tenancy ends”*

Thus, if no deductions are made from the security deposit it will be returned within 10 days, however if deductions are to be made, a statement of accounts will be given within 10 days detailing the estimated/actual cost of deductions and the remaining balance and final statement will be returned within 30 days.

### ▪ **What deductions may be made to my security deposit?**

Again, the Residential Tenancy Handbook from Service Alberta states:

*“A landlord is entitled to deduct the cost of cleaning above and beyond normal wear and tear as well as for repairing or replacing damaged property to the residential premises. The RTA defines normal wear and tear as the deterioration that occurs over time with the use of the premises, even though the premises receive reasonable care and maintenance.*

*If there is any rent due and owing at the end of the tenancy, that amount can also be deducted from the security deposit. Some tenants “fail” to pay the rent for the last month of the tenancy, reasoning that the landlord “can use the security deposit to cover the last month’s rent”. This reasoning is incorrect and will almost always lead to additional cost and expense for both the landlord and the tenant if the matter ends up in court or RTDRS”*

### ▪ **What do I need to bring to my move out inspection?**

After removing all possessions and thoroughly cleaning the unit according to the guidelines, be present at the move out inspection and **bring your copy of the move in inspection form**. The move out inspection will be filled out next to the move in notes.

Also bring **all keys, fobs** and items pertinent to the unit such as garage door openers, mail keys, and building keys, etc. Also, a **forwarding address** will be needed for the statement of accounts and return of the security deposit.