



Tenant Move Out Guideline

Form # S 07

Dear Resident:

The following is an easy checklist to ensure prompt refund of your security deposit.

1. Live up to the terms of your lease, vacate by no later than 12:00 Noon on the last day of the month.
2. Contact Edmonton Utilities, Cable TV, and the Post Office to change your address.
3. Leave your forwarding address to ensure no delay in the return of your Security Deposit.
4. Have the move-out inspection completed in your presence. This should be booked with your manager as soon as possible to ensure a convenient time for you.
5. Make sure the following items are done before you leave:

KITCHEN	
Clean Cabinets: Wash Inside, Outside, Handles, and On Top.	
Defrost / Clean Refrigerator (don't forget the rubber tracks on door) pull out from wall to clean behind. Leave out for inspection.	
Note: Do not <u>Unplug</u> or <u>Shut Off Refrigerator</u> .	
Clean Stove / Oven / Elements / Broiler pan and pull out from the wall to clean behind and leave out for inspection.	
Polish Sinks / Counter. Leave stoppers.	
Wash Walls / Floors / Baseboards / Windows.	
Wash all electrical outlets and switches.	
Wash light fixtures and shades.	
BATHROOM	LIVINGROOM/DINING ROOM
Clean Toilet - Remove seat, clean & replace	Wipe light fixture / shade
Clean Tub / Tiles / Taps	Wash all windows inside and out
Clean Sink / Taps	Wash all walls and baseboards
Wash Medicine Chest / Mirror	Wipe all electrical outlets
Wash Walls / Floors / Baseboards	Leave walls free of nail, tape, etc.
Wash all electrical outlets	Leave curtain rod, rollers, ends
Wipe light fixtures and shade	
Wash Windows	BASEMENT
Leave Curtain rod / rollers / ends	Vacuum / sweep / wash floor and stairs
Leave sink plug / bath plug	Wash all walls
	Wash washer
BEDROOMS	Wipe dryer / clean filter
Clean all shelves / bifolds	
Leave curtain rods / rollers / ends	CLOSETS
Wash all windows	Wipe down all shelves
Wash all walls / baseboards	Wash bifolds
Wash light fixtures / shade	Wash floor / baseboards
	Wash all walls
GENERAL	
Do not attempt to patch nail holes	YARDS
Wash all electrical outlets and switches	Lawn must be mowed
Replace all broken or burnt out light bulbs	No garbage/furniture or debris of any type to be left in yard
Wash all lino floors/hardwood / concrete floors	BLINDS
Remove all nails / stickers / tape	Dust and wipe all blinds
Professionally steam clean carpets in entire unit (Must supply receipt)	Replacements: Patio = \$100 - \$130 each Other = \$50.00 & up each

***NOTE:** All cleaning completed by MMG Ltd. will be charged out at \$30.00 per hour or as per rate on lease

No furniture or appliances shall be left in or around the garbage bin area at any time.

IF KEYS ARE NOT RETURNED DURING OUT INSPECTION CHARGES WILL APPLY:

NO KEYS WILL BE ACCEPTED AFTER OUT INSPECTION (NO EXCEPTIONS) THANK YOU FOR YOUR CO-OPERATION