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## GENERAL MOVE-OUT CHECKLIST

The following are areas that your Unit Manager will be reviewing with you upon the end of your tenancy.

### THROUGHOUT THE RESIDENCE

- Windows: clean blinds as per the Residential Tenancy Agreement, along with the sills and tracks.
- Walls, Trim, and Baseboards: washed and cleaned as needed.
- Lighting Fixtures: cleaned and replace and burnt out bulbs.
- Floors: clean all.

### KITCHEN

- Cupboards: clean inside and out, along with the top and bottom of the outside of the cabinet.
- Countertops: clean.

#### Stove

- Elements and rings removed and washed.
- Oven and all racks cleaned.
- Boiler pan washed.
- Range hood washed and filter removed and washed (soak in ammonia if not done on a regular basis).

#### Fridge

- Defrosted (if manual defrost) and washed inside and out.

Note: if these appliances are on rollers or sliders, please pull them out and clean the sides of the appliances and the floor beneath and behind.

### LIVING ROOM

#### Fireplace

- Clean screen on gas fireplaces.
- Remove ash from wood burning fireplaces.

### BATHROOMS

- Vanity: clean basin, taps, mirror, and cabinets.
- Tub and Shower: clean.
- Exhaust Fan: clean.
- Toilet: clean.

### CARPETS

- Professionally cleaned as per your Residential Tenancy Agreement. Please have your receipt ready for your Unit Manager.

### GENERAL AND BASEMENT / GARAGE AREAS

- Furnace Filter: change if not done on a regular basis.
- Balcony Patio: clean.
- Yard: clean as per your Residential Tenancy Agreement.
- Storage Locker / Room: empty and sweep.
- Parking Stall: remove all items and clean any oil spills.

**PLEASE** do not forget to inform BC Hydro, Fortis BC, your telephone company, cable company, and Canada Post that you are moving. Please have a receipt ready if you are required to fill the oil tank upon the end of your tenancy.