

## CHECKLIST FOR VACATING TENANT(S)

The following is a list detailing the condition in which the Rented Premises must be left in order for you to obtain the maximum refund of your damage deposit. Please be advised that if the Rented Premises are not left in a re-rentable condition (move in ready), the charges will be taken into consideration and taken off your damage deposit.

If any damage exceeds the security deposit, the tenant is liable to pay Vantage West Realty the difference.

You are required to contact your property manager at least two weeks in advance to schedule your final walk through appointment. Arrive on time for your move-out inspection and ensure that all work is completed BEFORE the property manager arrives. Please note that the last day of your tenancy is 1pm on the last day of the month, unless another day has been arranged in writing with your Property manager.

### Kitchen:

- Defrost fridge and freezer. Wash inside and out. Remove any drawers and shelves to ensure all parts of fridge/freezer are cleaned thoroughly. Once empty, unplug and leave door open. Pull out from wall and clean sides and flooring underneath.
- Clean the Stove and Oven inside and out, including but not limited to, oven, oven racks, burners, drip cups, under drip cups, oven door hinges, handles, knobs, storage drawer and broiler.
- Clean hood fan and filter. Clean underneath for fat/grease, use oven cleaner to clean well. Replace filter if necessary.
- Wash cupboards and drawers (including all handles and knobs) inside and outside, top and bottom of cupboards.
- Microwave and/or toaster ovens are to be cleaned inside and out.
- Clean sink, drain, drain plugs, tiles and polish chrome.
- Wash Kitchen floor, including under fridge and stove.
- Wash all walls. Wash ceiling if necessary.

### Bathroom:

- Scrub shower/tub tiles to remove any dirt, hair, soap scum etc.
- Clean vanity, medicine cabinet, wash floors, walls and ceiling.
- Polish all chrome fixtures (towel racks, shower rod, soap dish, paper dispenser, taps and shower head)
- If sink or bathtub/shower drain is not running freely, clear all hair and clean drain (e.g. Draino)
- Clean sink, drain, drain plugs, tiles and polish chrome.
- Ensure toilet bowl is clean, free of stains, wipe down inside and out as well as the toilet seat and tank.

### General:

- Wash windows, window tracks and curtain rods. Every window and sliding patio doors are to be washed inside and out. Window tracks are to be free of dead bugs, mold, and dirt.
- Blinds and drapes are to be clean and free of stains, dust, or debris. Delicate items may require special handling and/or professional cleaning.

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- All carpets are to be vacuumed and professionally steam cleaned. A receipt of professional cleaner (not equipment rental) is required.
- Wipe down all baseboards, moldings, trim, door frames and doors. Don't forget knobs and handles.
- Clean all interior light fixtures of dead bugs and dust.
- Replace all burnt out light bulbs, including bedrooms, bathroom, closets, living room, kitchen, fridge, hood fan and hallway lights.
- Remove all garbage. No furniture, mattresses, etc. are to be left on the property. (A base fee of \$350.00 will be applied if there is excess garbage and/or furniture left behind.)
- Repair damages, if any, to ensure that the rented premises is returned to the original condition at the time of the Move In Report. This includes any holes caused by mounted TVs, artwork, or accidental dents, scratches, etc.
- Patio must be swept and washed down. Ensure there are no stains or spots.
- Wash all walls in home.
- Wipe out all shelves, cupboards and drawers.
- Shed, storage area and/or garage is to be swept and cleared of debris. No items are to be left on the property that don't belong to the property. If items were left at the property to help with maintenance, these items and their accessories are to be left at the property (e.g. lawn mower, hedge trimmer, weed-wacker, garden tools, etc.)
- Parking spaces are to be empty, tidy, and free of oil and/or grease stains.
- Inventory and return all building keys, suite keys, garage door openers, FOBs, mail keys, storage keys, remote controls.

The cost to complete any of the above items not completed and/or any damages to the property will be deducted from the security deposit. If keys are not returned, a locksmith will be dispatched at the cost of the tenant, if any parking remotes and/or fobs are missing upon departure, the tenant will be charged for their replacement as well. Any unpaid rent, utilities or fees will be deducted from the security deposit. Receipts (for cleaning, repairs, locksmith, utilities, etc), and any funds remaining will be returned to the tenant in this time frame unless otherwise discussed.

The landlord is allotted 15 days from the time the tenant has moved out AND provided a forwarding address to return security deposit to the tenant.