

MOVE OUT CHECK LIST

Westview Heights Unit Number: _____

Vacating Date: _____

Name: _____

Telephone Number: _____

Email Address: _____

Send cleaning guidelines with move out letter.

Put File in Move Out Tray

Add to Vacancy List

Pre Authorized Payment Removed _____

Advise Accounting of the Move

Book Pre Move out Inspection

Elevator Booked: _____

Call tenant to book move out inspection on _____

_____, _____

Move out inspection booked on: _____

Security Deposition Completed: _____

Cupboards	Wash inside, outside and tops if applicable. Remove all shelf liners, Mac Tac, Glue, etc.	\$125.00
Range	Burners, drip pans, oven racks (both sides) must be spotless. Remove all residues from oven cleaner. Move appliances from wall and clean sides and back of wall, behind appliance and the floor underneath. Use a drop cloth or plastic sheet to protect the floor, cupboards, and walls as oven cleaner can permanently discolour the surfaces.	\$75.00 \$ parts if necessary
Range Hood	Clean any grease splatters and residue from inside and on top of the hood, remove filter screens from vent and soak clean, or purchase a replacement.	\$50.00 & Parts if necessary
Refrigerator	Defrost and wash out inside of fridge. All of the shelves, drawers and accessories must be clean. Wash the outside surfaces, both sides and top. DO NOT attempt to chip any ice build-up away with a sharp object as you may puncture the fragile tube that carries refrigerant to the freezer. Pull out the fridge, again, taking care not to gouge the floor under the fridge and behind it as well as the back of the fridge.	\$75.00 & parts if necessary
Bathroom	Clean the sink, bathtub, toilet, light fixtures, cabinets, chrome, and mirrors to a shine. Remember to clean all areas of the toilet including the area around the base. Remove all soap, lime scale and scum build up around fixtures and tub surroundings. Staines in the bathtub is NOT considered normal wear and tear and should the bathtub require resurfacing you will be charged the going market rate.	\$75.00
Floors	Wash floors removing any scuffmarks or stains.	\$50.00
Walls	Wash completely with a mild detergent. All removable scuff marks and stains must be removed.	
Windows	Clean inside surfaces and tracks completely.	\$50.00 room
Lights	Clean all fixtures and shades, replacing all burnt out bulbs.	\$50.00
Vents	Must be cleaned of any dust or grease – kitchen and bathroom.	\$30.00
Garbage	Remove ALL garbage from premises	
Blinds	All venetian blinds must be cleaned and all water spots and dust removed	\$15.00 per blind
Furniture	All furniture MUST be removed before the move out inspection. DO NOT discard unwanted furniture in the buildings premises or facilities. These items must be hauled away to the city dump.	\$500.00 per Load
Storage	Be sure to remove all items from storage room and clean room.	\$25.00
Carpets	Carpets must be PROFESSIONALLY cleaned and a receipt provided (machine rentals are excluded)	\$150.00 + OR Replacement value
Keys	All Keys and Smart Card. (If all keys for suite and mail box are not returned there will be a charge to have locks changed.)	\$75.00 / \$25.00 SC
Smoke Detector	Replace battery and make sure in working order.	\$20.00
Miscellaneous	Please advise all service providers of your move. \$50.00 per hour for General Cleaning.	
	ANY DAMAGE WILL BE ASSIGNED ON AN INDIVIDUAL BASIS AND CHARGED ACCORDINGLY	

This list is if our staff has time, otherwise a professional cleaning company will do the work and we will pass on the bill. Thank you.