

Dear Resident,

Thank you for giving us this notice in advance. We appreciate the time you have spent with us and wish you the best of luck in your new home. Now that you are moving out, your lease agreement requires that you leave your unit in a clean and undamaged condition. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us. The Property Manager will inspect the property using the same inspection sheet as you received when you moved in. The Property Manager will have the final decision to any repairs necessary and what is to be considered Normal Wear & Tear. Please follow the "Moving Out Guidelines" we provide to you.

ALL repairs or maintenance items which need to be conducted to return the home to its original condition is the responsibility of the tenant PRIOR to move out. Any conditions which are not repaired prior to move out, will result in charges to the tenant. A list of these charges can be found in your original lease agreement.

After you have vacated the rental unit, it will be thoroughly inspected for compliance with your lease/rental agreement and the expense of excess cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges.

You can find all document from our website.

Link:  https://ucrez.managebuilding.com/Resident/PublicPages/DocumentsSearch.aspx

Yours Sincerely,

UCRez Property Management Team

**MOVING OUT GUIDELINES**

Tenants renting premises from us are required to leave the premises in good condition at the end of the rental period. Just as there was an inspection and a report you countersigned on the condition of the premises when you moved in, there will be an inspection and the same Rental Unit Condition Report will be used at the end of your tenancy to ensure there is not damage to the premises and that the premises are in reasonably clean condition. It is in your best interests to ensure the premises are in good condition, as it may otherwise become necessary to use some or all of the Damage Deposit to clean and/or make repairs. Below is a checklist of things that should be done **BEFORE** the final inspection takes place:

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| **GARBAGE** | remove all garbage including bottles, papers, etc. | 🞐 |
| **STOVE** | 1. move the stove out to clean the back and sides, walls, and floor;  2. remove and clean all burners, rings, and drip pans;  3. clean the drawer, the space underneath, and the oven, including broiler pans   and racks;  4. clean range hood, fan, and filter (if there is one);  5. check all light bulbs are functioning. | 🞐 |
| **REFRIGERATOR** | 1. clean the fridge inside and out;  2. move the fridge out to clean back and sides, walls, and floor;  3. defrost and dry; unplug, and leave the door slightly open at time of vacating. | 🞐 |
| **KITCHEN** | 1. clean counters, sinks, as well as inside, outside, and top of each cupboard;  2. if present, ensure garbage disposal system is working; | 🞐 |
| **WINDOWS** | 1. clean windows inside as well as outside, where possible;  2. clean between panes and clean the window tracks, sills, etc. | 🞐 |
| **WALLS** | clean and wash all walls, registers, vents, and switch plates. | 🞐 |
| **RUGS/CARPETS** | clean and leave shampooed when conditions warrant. | 🞐 |
| **BATHROOM** | 1. clean shower doors, runners, and curtains where applicable;  2. clean all fixtures including the toilet, tub, basin, medicine cabinet,   cupboards, mirrors, lights, fan, etc. | 🞐 |
| **FLOORS** | 1. sweep and wash all floors including the area beneath the fridge and stove;  2. move furniture where necessary;  3. clean and wash all registers and vents;  4. clean all baseboards. | 🞐 |
| **CLOSETS AND STOREROOMS** | clean walls, floors, and shelves of all closets, storerooms, and laundry facilities (where applicable). | 🞐 |
| **LIGHT FIXTURES** | 1. clean all light fixtures inside and out;  2. replace all missing bulbs;  3. test all light fixtures and associated switches. | 🞐 |
| **FURNITURE** | as applicable, clean and vacuum all furnishings supplied. | 🞐 |
| **ELECTRIC OUTLETS** | 1. check every outlet faceplate for damage and replace if needed;  2. check that all outlets work. | 🞐 |
| **GARAGE** | 1. if applicable, check door functions correctly;  2. sweep and wash floor. | 🞐 |
| **YARD** | as applicable, clean yard and mow lawn. | 🞐 |
| **MOVE-IN INSPECTION** | Consult the rental unit Move-In Inspection Checklist you filled out at the beginning of your tenancy to check for damages that are beyond ordinary wear and tear and that might be your responsibility. | 🞐 |
| **KEY DEPOSIT** | Call us to arrange a time for a joint inspection and return keys in advance of when you are ready to turn in your keys. After all the inspection finish your key deposit will be return by cheque within 30 days. | 🞐 |