

NORMAND PROPERTY AGENCIES

620 HERITAGE LN.SASKATOON, SK. S7H 5P5

PHONE: (306) 242-3288

MOVE OUT CHECKLIST HOMES /TOWNHOMES

Dear Tenant:

When you assumed occupancy you found your residence ready to occupy. Except for painting, we ask that you leave it in the same clean condition as it was when you moved in. The following is an easy checklist to use to ensure prompt refund of your security deposit after you vacate.

1. KITCHEN

Stove - Move out stove and clean behind and sides and wash the floor. Remove burners and rings and clean beneath. Clean oven, racks and broiler pan.

Refrigerator - Move fridge, clean behind and around and wash the floor. Defrost and dry. Unplug and leave doors slightly open when vacating.

Dishwasher - remove debris and wash inside and outside.

Cupboards - Wash inside and outside.

Windows - Wash inside and outside, including ledges and sills.

Light fixture(s) - Washed and bulbs replaced if necessary.

Walls & Floor - ensure all marks are washed off and walls & floor are completely washed.

Storage Area - emptied, and cleaned.

2. BATHROOM

Clean and wash bathtub, sink, toilet, vanity, mirror, window, light fixture, door. Wash walls, floor and medicine cabinet.

3. LIVING ROOM

Wash and clean all walls, floor, light fixtures, window coverings, windows (inside and out), doors, closet.

Vacuum carpet and shampoo - remove all spots.

4. BEDROOMS

Vacuum carpet and shampoo - remove all spots. Wash and clean all walls, windows and light fixture.

Ensure closets are clean.

5. GARAGE

Garbage removed, floor swept.

6. GENERAL CLEANING

- remove all garbage from residence, garage, patio.

- ensure storage rooms, common basement areas, storage and floor, and outside storage and sheds are clean.

- ensure laundry machines are cleaned.

- clean all heat registers.

- ensure all light bulbs are replaced.

- ensure yard maintenance has been completed (grass cut, flower/cedar shrubbery areas weeded, patio area swept, back entry enclosure cleaned and windows washed, snow shovelled.)

- be sure to note to the Property Manager any repairs that are needed.

**** A professional carpet cleaner must be used or else you will still be charged.**

Prior to your last day of occupancy, please contact your Property Manager to notify when the premises will be vacant. On your last day of occupancy, **after** the above items have been taken care of, please contact your Property Manager to do a move out inspection, to return your keys and to provide a forwarding address. This will assure your deposit will be quickly refunded. . **(Reminder: be sure to have utilities disconnected after this inspection.)**

We certainly regret losing a good tenant but we wish you the best of luck with your new home.

We hope we can serve you again in the future.

Sincerely,

Bernard Normand