

MOVE OUT INFORMATION SHEET

In order to make your move out go as smoothly as possible, we would like you to know what we expect. Our goal is to return 100% of your Security Deposit.

In order to make this happen, please use the checklist below as a guideline and have it available at the time of move out.

We ask that you vacate the unit **by 3:00 p.m. on the last day of your tenancy**, and that the condition (move-out) report is completed with the Building Manager. **Please pre-book this appointment as soon as you have a firm moving date.**

You are responsible for utilities to the last day of the month even if you vacate a few days early.

Manitoba Hydro: 204-480-5900
Shaw Cable: 204-480-7429
Bell MTS: 204-225-5687

CLEANING INSTRUCTIONS:

It is expected that you will leave your apartment in excellent condition. Any extra cleaning will be charged against your deposit at a rate of \$50.00 per hour. The following is a list of expectations and charges for any items not done. Management reserves the right to charge for additional items.

- Clean stove and oven completely. Just make sure you do not have a self-cleaning oven.
- Clean and defrost fridge
- Wash all shelves and cupboards thoroughly
- Wash all marks off walls. **Do not attempt to repair or putty any nail holes / damage** as it will result in walls requiring painting and additional charges to you.
- Completely and thoroughly clean bathroom
- Wash all baseboards
- If sinks are used when cleaning, be sure they are cleaned
- Wash floors and carpets throughout entire apartment (any carpets not washed and proof supplied will be done by Houston Properties at a rate of 85.00. Any excessive stains will be extra.)
- Wash windows, ledges, blinds and sills
- Clean under and behind fridge and stove
- Clean all light fixtures and replace any burnt out bulbs
- Don't leave garbage behind. There is an additional charge for disposing of items. Furniture items are not to be disposed of in or near the garbage dumpsters. Call 311 to arrange for pick up.
- Be sure the Building Manager does a condition report when you leave
- Return all keys and FOBs

The following is a list of possible charges:

KITCHEN

Refrigerator Crisper Tray:	\$ 70 minimum
Refrigerator Crisper Glass:	\$ 70 minimum
Cabinet Hinges:	\$ 50 minimum
Flooring Replacement:	\$ 300 minimum

BATHROOMS

Tissue Holder:	\$ 50 minimum
Towel Bar:	\$ 70 minimum
Shower Rod:	\$ 70 minimum
Toilet Seat:	\$ 50 minimum
Vinyl Replacement:	\$ 250 minimum

MISCELLANEOUS

Mini Blinds:	\$ 90 minimum
Bedroom Vertical Blind:	\$ 130 minimum
Vertical Blind - Per slat:	\$ 14 minimum
Vertical Blind - Patio:	\$ 300 minimum
Door Closure:	\$ 90 minimum
Door Stops:	\$ 45 minimum
Screen Doors - Rescreen:	\$ 50 minimum

CARPETS

Steam Cleaning Stains:	\$ 85 minimum
Replacement:	\$ 800 minimum
Hardwood Floor Damage:	\$ 200 minimum

PAINTING

Nail Holes:	\$ 40 minimum
Painting - Per Coat:	\$ 400 minimum
Light Bulbs:	\$ 5 minimum
Screen Door:	\$ 250 minimum
Light Fixture Globes:	\$ 60 minimum
Electrical Plats:	\$ 60 minimum
Door Replacement:	\$ 200 minimum
Door Repair:	\$ 100 minimum
Smoke Detector:	\$ 60 minimum
Door & Mailbox Lock Changes:	\$ 75 minimum