



## NOTICE TO VACATING TENANTS

1. Unit is to be vacant by 12:00 noon on the last day of tenancy.
2. Forwarding address must be given to a Wood Buffalo Housing & Development Corporation representative during or prior to the check out inspection.
3. Please contact your site office at least 2 working days prior to vacating to arrange an appointment for a checkout inspection. Inspections are made during office hours only, from Monday to Friday. If you wish to waive your right for an inspection please do so in writing. All attempts to make an appointment will be documented.
4. All extra items installed by you, must be removed. However, sometimes it causes more damage to remove these items than to leave them. Please do **not** attempt to fill holes in walls or repaint. If you are in doubt, please check with the office.
5. It is your responsibility to notify all the utility companies of your move out date and to finalize your utility account.
6. If vacating in winter, leave thermostat at 15 degrees to prevent freeze-ups.
7. Leave all cable outlets intact. Vacating tenants will be charged for missing cable attachments.
8. Return **ALL** keys to the Site Administrator. Rent will be charged until all keys have been returned.

### PLEASE NOTE:

- All items belonging to the Tenant(s) must be removed from the unit.
- The unit must be thoroughly cleaned.
- Any garbage or items left by the Tenant and removed by Wood Buffalo Housing & Development Corporation will result in the tenant being charged.
- See attached Cleaning Checklist for Vacating Tenants

## CLEANING CHECKLIST FOR VACATING TENANTS

In order to leave the premises in good condition, please clean the following items thoroughly. As vacating tenant(s), Wood Buffalo Housing & Development encourages you to meet "above standards" in cleaning. This will minimize any charges that may occur. You will be charged if Wood Buffalo Housing & Development Corporation needs to complete any of the following cleaning:

- Countertops and cupboards
  - cupboards should be completely emptied and washed inside and out
- Linoleum floors and stairwells
  - wash, including under range and fridge
  - wash baseboards
- All doors (both sides)
- All light fixtures –
  - replace any broken or burnt out light bulbs
- Walls
  - washed and left clean - without streaks (including behind fridge and range)
  - remove any wallpaper
  - wash curtain rods
- Professionally steam-clean carpets
  - rental machines are discouraged
- Windows
  - clean inside and out
  - vacuum and wash tracks
- All closet shelves washed (top and bottom)
- Stove
  - clean oven, range hood and filter, burner pans, rings and trays under burners
  - pull out and wash sides, the floor and wall behind
- Refrigerator
  - wash racks, drawers and shelves
  - clean freezer
  - pull out and wash sides, floor and wall behind and vacuum the coils
  - leave plugged in, running and door closed
- Bathrooms
  - toilet, tub, tiles, sink, mirrors, fixtures, fans and vanity
  - replace any missing sink or tub stoppers
- Basement
  - wash floor
  - wipe down furnace and hot water tank
  - install new furnace filter
- Outdoors
  - clean patio area and ensure free of debris/garbage
  - grass mowed (summer)
  - walks shovelled (winter)

*Thank you for your anticipated cooperation.*