

MOVE OUT GUIDE & CLEANING CHECKLIST – FOR TENANTS MOVING OUT

- 1. CONFIRM MOVE OUT DATE & TIME:** Our team will be in contact with and continue to follow up with you to schedule & confirm the date & time you'll be moving out of your apartment. We do this so that we can coordinate an out-inspection time with you for when you are completely moved out of your unit. If you live in a building with an elevator, and you're moving out during a time when there are lots of other move outs (end of April or end of August) our team will also schedule an elevator time slot with you if necessary. **NOTE: You must be finished moving out, have the apartment completely cleaned and be ready to hand over the keys by no later than 12pm on the last day of your lease.**
- 2. PREP AHEAD OF YOUR MOVE OUT DATE:** Moving out takes a lot of time and effort. Ensure that you start the process of moving out well ahead of your move out date. Get boxes, clear out all garbage, start cleaning each area of the apartment and ensure that you follow each step of the cleaning checklist.
- 3. CLEAN YOUR UNIT:** Our team will drop off a cleaning package a couple weeks prior to your move-out to provide additional supplies to completely clean your unit. We suggest you use the cleaning checklist provided in this document as well as one you make yourselves to ensure that you get the cleaning completed in each area of the apartment. Upon your move-out inspection, if our staff determines that the unit is dirty and needs additional cleaning, there will be deductions from your security deposit to cover the cost of the cleaning. The list of expected cleaning tasks is included in this document and you must follow them completely to get your security deposit back in full. We appreciate your cooperation here.
- 4. DISPOSE OF GARBAGE & BELONGINGS:** All furniture must be removed from the apartment by the time of your out inspection (unless you live in a furnished unit). If you leave items behind, our staff will discard them and you will get a deduction from your security deposit. The apartment must be completely empty. Please reference the move out charges below for fees associated with leaving furniture, items and garbage in the unit. **NOTE: If you are disposing of large furniture items, you cannot leave them near the trash/garbage area – you must schedule a bulk pickup/item disposal on your own. You will be charged if you put furniture near the garbage area.**
- 5. UPDATE YOUR ADDRESS:** Once you move out, it is your responsibility to inform the post office of your change of address. We are not responsible for your mail after you move out.
- 6. POWER:** If you pay your own power in your unit, be sure to call Nova Scotia Power ahead of time and have your power disconnected on the last day of your lease (even if you're moving out earlier than the last day of your lease, you must wait to disconnect your power until the last day of your lease).

THE OUT-INSPECTION PROCESS:

Out inspections are only done once the unit has been completely cleaned, emptied and you are ready to hand over the keys. All of your belongings must be removed from the unit prior to the out inspection. An out inspection usually takes about 5-10 minutes.

1. Confirm with us (if you haven't already) the move out inspection time. If you are done earlier than your scheduled time, you can contact us and let us know and if we are available we can do it earlier.
2. During the inspection, if we notice minor cleaning tasks that still need to be done, we will give you the chance to complete those tasks & come back in 10-20 minutes to complete the out inspection so you can avoid deductions.
3. **IMPORTANT:** Be sure to have all sets of keys, and if applicable, parking tags & garage remotes ready to return. You will be charged if you do not return these.

CLEANING INSTRUCTIONS & CHECKLIST

When vacating your apartment, please make sure these tasks are completed. Failure to do so will result in deductions from your security deposit. The unit must be returned to us in a like-new condition.

- STOVE/OVEN:** Pull the stove away from the wall and clean around & under the stove. Clean the stove top & burners. Some cleaning packages will provide new tin foil plates to replace old ones (if applicable). Clean out the bottom drawer. Clean the sides of the oven as well as the knobs & display. **OVEN CLEANER FOR INSIDE THE OVEN:** This will be provided in the cleaning package – this needs to sit & soak for at least an hour before cleaning – so be sure to plan ahead for this task. Your oven **MUST** be cleaned prior to move out. Keep the oven away from the wall for the out inspection.
- FRIDGE:** Pull the fridge away from the wall and clean around and under the fridge. Clean the inside of the fridge and freezer, all shelves, bins and rails. Clean the exterior sides, top and front of the fridge and be sure to clean the handles. Keep the fridge away from the wall for the out inspection.
- KITCHEN CUPBOARDS:** Clean out all cupboards, remove all items, wipe down interior surfaces as well as exterior surfaces. Clean out and wipe down drawers and inside shelves.
- KITCHEN COUNTERTOPS & SINK:** Ensure that you clean and wipe down all countertops as well as the sink.
- DISHWASHER:** (If you have one) be sure to clean the bottom part of the dishwasher to get rid of any food or waste debris.
- BATHROOM:** Thoroughly scrub & wipe down & clean the vanity area, tub, tub surround, toilet, mirrors, walls and floor. Remove all shower curtains, hooks and toilet paper from the bathroom.
- FLOORS:** Sweep and/or Vacuum and mop all floors – get rid of dust and any debris on floors.
- BASEBOARDS:** Dust off and wipe all baseboards.
- WALLS:** Remove any nails & pins from the wall. Wipe down/scrub down areas of wall where there may be marks, built up grime or stains.
- CLOSETS:** Empty all contents from all closets – this includes hangers – Wipe down shelves in closet and clean closet floors.
- LIGHT BULBS:** Replace any burnt out light bulbs.
- VENTS:** Clean vents as much as possible – we may have our staff help with cleaning the vents, but attempt to do so yourself.

****ABSOLUTELY NO PAINTING ALLOWED. No Repairs are to be attempted by the tenant*****

MOVE OUT CHARGES / DEDUCTIONS:

Below is a list of estimated charges* that may be deducted from your security deposit should cleaning, repairs and/or replacements be required to prepare a unit for a new incoming tenant. The purpose of this list is to give you an idea of the possible charges and is not intended to be a complete list of all charges, as some scenarios will vary based on level of intensity of the cleanliness, damage and deduction.

NOTE: If there are multiple tenants in the unit, and there are deductions to your security deposit, the deductions will be split among all residents of the unit.

>>>SEE NEXT PAGE FOR LIST OF CHARGES

- **Full Unit Clean: \$250**
- **Bedroom Clean: \$100**
- **Bathroom Clean: \$125**
- **Sweeping, Vacuuming and Mopping of Floors: \$75**
- **Stove/Oven Clean: \$125**
- **Fridge: \$75**
- **Cupboards: \$30**
- **Bathtub: \$50**
- **Toilet/Sink: \$50**
- **Nail Holes in Wall: \$10/each**
- **Light Fixture (Repair/Replacement): \$75**
- **Repainting of Walls: \$100/room**
- **Replacement Keys: \$50/each**
- **Replacement Garage Remote: \$65**
- **Replacement Parking Tags: \$25**
- **Large Item Disposal (couch, dresser, bed): \$175**
- **Small Item Disposal (chair, tv, boxes): \$75**
- **Garbage / Trash Disposal: \$45**
- **Light Bulbs: \$8/each**

*Prices subject to change

FREQUENTLY ASKED QUESTIONS:

1. Can I move out after 12pm on the last day of my lease? Can I move out on the 1st instead of the 30th or 31st?

No. Please plan ahead. New tenants' leases start on the 1st of the month, so the unit MUST be vacated at noon on the day prior to the 1st in order to give our staff enough time to complete any undone cleaning tasks, repairs or maintenance to all tenants leaving.

2. Can I move out earlier than my lease end date?

Yes – you can move out at any time before your lease end date. Moving out before the last day of your lease does not cancel/nullify/terminate or otherwise modify your lease. You will not get pro-rated rent for moving out early. Even if you hand over the keys and completely move out of the unit weeks before your lease end date, you are still legally required to pay the rent and utilities (if applicable) for the unit through the end day of your lease. If you are leaving early, make sure you have informed the office of this and scheduled an out inspection with a member of our staff.

3. How do I forward my mail?

Since Canada Post is responsible for the delivery of mail, we do not have access to your mailbox. Once you turn in your keys, you will not have access to your mailbox. Please be sure to change your address at:

<https://www.canadapost-postescanada.ca/cpc/en/personal/receiving/manage-mail/mail-forwarding.page>

4. If I live in a property with an elevator, can I reserve the elevator for my move?

Yes, but only if you are moving out on a day where multiple other people are moving in and out. Elevators will be reserved in one hour time slots for move out days with multiple move outs. Our team will coordinate an elevator time slot for you based on what's available - the sooner you let us know your move out date & time, the better so we can get you into a time slot that works for you. On your moving day, someone from our staff will come lock out the elevator at your designated time slot and show you how to use it.

5. How will I get my security deposit back?

You must provide the office with your forwarding address so that we can mail you your security deposit cheque. The deposit will be mailed to whoever e-transferred the security deposit initially – if each roommate split the security deposit and each sent an e-transfer, each of those roommates will get a cheque in the mail. If one roommate paid the security deposit in its entirety by e-transfer initially, that roommate will get the security cheque mailed to them and you will need to sort out splitting it amongst yourselves accordingly, if necessary.

IF YOU HAVE ANY MORE QUESTIONS, PLEASE CONTACT OUR OFFICE BY EMAIL OR PHONE:

Email: admin@arwebber.com

Phone: 902-422-1470

THANK YOU FOR YOUR COOPERATION IN THE MOVE OUT PROCESS!