

Move Out Guide & Checklist – For Tenants Moving Out

1. **CONFIRM MOVE OUT DATE & TIME:** If you haven't confirmed a time with our staff already, please make sure to let us know the time & date you will be moving out of your unit. We will coordinate an out-inspection time with you for when you are completely moved out of your unit as well as schedule an elevator slot to reserve the elevator for you if you need it.

EMAIL: admin@arwebber.com or PHONE: 902-422-1470

Note: You must be finished moving out by no later than 12pm on the last day of your lease.

2. **DESIGNATE JOBS:** Moving out takes a lot of time and effort. You'll need to ensure you purchase/find boxes, clear out garbage, make a plan for packing & make a plan for cleaning. Start planning this ahead of time to make sure you are on top of it.
3. **CLEAN YOUR UNIT:** After you have removed all your belongings, clean your unit up to standards that make it look new. Upon your out inspection, if our staff determines that the unit is dirty, not every part has been cleaned or requires repairs, you will be charged for these items – they will come out of your security deposit. The list of expected cleaning tasks is further down in this document. We take cleaning very seriously as we generally have tenants moving into your unit the day after you move out – if we have to use our resources to clean the unit after you vacate, you will get deductions from your security deposit. We appreciate your cooperation here.
4. **DISPOSE OF GARBAGE & BELONGINGS:** All furniture must be removed from the apartment at the time by the time of your out inspection/move out. If you leave items behind, our staff will throw them out and there will be a fee for not removing your items. The apartment must be empty. Please reference the move out charges below for fees associated with leaving furniture and garbage behind.
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 leave.
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***

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 your unit prior to the inspection. An out inspection generally takes about 5-10 minutes.

1. Confirm with us (if you haven't already) the move out inspection time.
2. When you complete the necessary cleaning & empty the apartment – if it is earlier than your move out time – we may be able to come do the out inspection earlier (based on staff resources).
3. During the inspection, if we notice minor tasks that still need to be done, we will give you the chance to complete those tasks and come back 10-20 minutes later to complete the out inspection.
4. **IMPORTANT:** Have all sets of keys and (if applicable) parking remotes & parking tags ready to return. You will be charged if we do not have these back.
5. Provide us with your forwarding address for us to mail your security deposit cheque if you haven't provided us with that info already.

CLEANING INSTRUCTIONS – VERY IMPORTANT

When vacating your apartment, please make sure this list is completed to the best of your ability. Failure to do so will result in a deduction from your security deposit. The unit must be returned to us in a like-new condition.

- **Stove:** Pull the stove away from the wall. Clean the inside of the oven, the stove top and burners, the sides, the knobs, and the bottom drawer. Keep the stove away from the wall for your inspection. Oven cleaner spray should be provided to you in a cleaning package, however if not you are still responsible for cleaning the inside of your oven. Oven cleaner spray needs to sit & soak in for at least an hour before cleaning – so be sure to plan ahead for this. Your oven must be cleaned prior to move out.
- **Refrigerator:** Pull the fridge away from the wall. Clean the inside fridge and freezer, all grills, bins, and rails. Clean the exterior sides, top, and front of the fridge. Keep the fridge away from the wall for your inspection.
- **Kitchen Cupboards:** Clean out all cupboards and drawers. Clean outside doors and inside shelves.
- **Counter:** Clean countertops and kitchen sink.
- **Windows:** Clean all glass windows, especially the patio doors. Wipe down window sills, and don't forget to remove all patio furniture and accessories.
- **Bathroom:** Clean vanity, tub, tub surround, toilet, mirror, walls, and floor. Remove all shower curtains, hooks, and toilet paper from the bathroom.
- **Floors:** Sweep and mop ALL floors
- **Baseboards:** Wipe / Dust all baseboards.
- **Walls:** Remove any nails and pins from the wall. Scrub off marks that may be on walls.
- **Closets:** Empty contents from ALL closets. Wipe down shelves & clean closet floors.
- **Light Bulbs:** Replace any burnt out light bulbs.
- **Vents:** Clean the vents as best as possible prior to move out.

** Absolutely no painting allowed. No repairs are to be attempted by the tenant **

>>SEE NEXT PAGE FOR MOVE OUT CHARGES.

MOVE OUT CHARGES / DEDUCTIONS

This is a list of estimated charges* that may be assessed should cleaning, repairs and/or replacements be required to prepare the Unit for future occupancy. The purpose of this list is to give you an idea of the possible charges and is not intended to be a complete listing of all charges. Any common area damages, cleaning or disposal will be split among all the residents in the Unit.

Item	Charge
Full Unit Clean	\$250.00
Bedroom Clean	\$100.00
Bathroom Clean	\$125.00
Sweep/Mop	\$50.00
Stove Top/Burners/Oven	\$125.00
Fridge	\$75.00
Cupboards	\$30.00
Bathtub	\$50.00
Toilet/Sink	\$25.00
Holes in Wall	\$5.00/each
Light Fixture (Repair/Replacement)	\$75.00
Outlet/Switch Cover	\$5.00/each
Repaint Walls	\$100.00/room
Replacement Keys	\$50.00
Replacement Remote	\$60.00
Replacement Smoke Detector	\$25.00
Large Item Disposal (e.g. Couch, Dresser, Bed)	\$150.00
Small Item Disposal (e.g. TV, Boxes, Chair)	\$75.00
Garbage Bag Disposal	\$25.00

*Prices subject to change

FREQUENTLY ASKED QUESTIONS

1. Can I move out after 12pm (noon) on the last day of my lease?

No – please plan ahead. New tenants will be moving into your unit the next morning so we require enough time for our staff to complete any undone cleaning tasks, repairs or maintenance to all units leaving.

2. Can I move out early?

Yes – you may choose to move out any time before your lease expires. Moving out before the end date of your lease does not cancel/nullify/terminate or otherwise modify your lease. You will not get pro-rated rent for moving out early. You are still responsible for the lease contract in its entirety. If you are leaving early, make sure you have scheduled a move out time & date with the office & have an out inspection planned with 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#tabanchor>

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

Yes. Elevators will be reserved in one hour time slots for big move out days. We suggest making your plan on when you're moving out as soon as possible to ensure that you can pick your time slot. 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. If I'm moving, how do I get my security deposit back?

Provide us with the mailing address of the place you're moving to and we'll mail you a cheque.

If you have any questions, please contact our main office by email or phone.

admin@arwebber.com

902-422-1470