



Checklist for Leaving a Unit

Notice

- Give landlord notice 60 days prior to moving date. Please note, notice must be given on or before the first of the month.

**** Please remember that your lease ends at the end of the month, and your move-out date must align with this. A new lease can start on the first of the month.**

Maintenance

- Clean/vacuum carpets and floors
- Windows, doors and walls cleaned
- Garbage emptied
- Light fixings dusted
- Nails and holes removed/repaired
- Cleaned and checked working condition of appliances (fridge, stove, etc.)
- Outdoor equipment cleaned (BBQ, garbage bins, furniture, etc.)

Services and Utilities

- Arrange for disconnection of tenant paid services after your departure (telephone, gas, etc.)
- Rent is paid up to and including moving date
- Leave your landlord with forwarding address and arrange for mail redirection
- Remove any direct withdrawal for rental fees through bank



Safety

- **Return all keys to landlord**
- Ensure carbon monoxide and fire alarms are not damaged
- Clear porch and driveway of litter
- Ensure that debris is not hidden in grass or gardens

Additional tips

- Notice must be provided in writing. Tenants may use a form N9 or N11 when giving notice to landlord
- Maintain landlord's contact information to use as possible reference for future renting opportunities
- A pre-move out inspection may be completed 45 – 15 days prior to the move-out to determine if renovations may be required.
- A move-out inspection will be conducted by the property manager. If you are not present during the inspection a copy will be emailed to you.