



## **INFORMATION FOR VACATING TENANTS**

*Outlined below are the cleaning requirements expected in your suite*

- STOVE:** Pulled out and Washed / cleaned behind  
Elements and Rings removed and washed  
Oven / racks / broiler pan / oven drawer cleaned
- FRIDGE:** Pulled out and Washed / Cleaned behind  
Clean the interior of freezer and fridge both inside and outside  
Leave fridge on Setting #5 after cleaning.  
You will be responsible for damage to the fridge
- CUPBOARDS:** Wash both inside and outside  
Remove shelf paper from interior of cupboards
- FLOORS:** Wash all floors including under the fridge and stove
- BATHROOM:** The sink, toilet, bathtub, cabinets, floor and mirrors must be cleaned.
- DRAPES:** Wash on perm / warm water  
Hang to dry – do NOT put in dryer!
- CARPETS:** **MUST** be professionally cleaned  
The appropriate amount will be deducted from your security deposit.
- WINDOWS & PATIO DOORS** Tracks, metal frames, window sills must be cleaned
- PATIO:** Cleaned – all objects removed (including all affixed floor coverings)
- CLOSETS:** Must be cleaned all items removed
- LIGHT FIXTURES** Clean and replace burned out light bulbs.  
Cost per light bulb is \$5.50



**KEYS: All keys must be returned**

Suite Keys - \$15.00    Big Garage Keys - \$50.00  
Fobs – \$50.00        Remotes - \$50.00  
Mail Box - \$15.00

**PLEASE NOTE: *If your suite is not in satisfactory condition you will be charged for the cost to have it cleaned. This amount will be deducted from your security deposit.***

*Deadline for moving out is 1pm the last day of the month.  
Please contact manager on move out date.*

**PLEASE FORWARD YOUR MAIL AT THE POST OFFICE**