

Important Move-Out Information

Move-Out

1. All move-outs must be booked in advance with the Concierge or the Building Caretaker to **RESERVE THE ELEVATOR** for a specific time frame. Please reserve the time early to avoid any conflicts. Failure to book in advance may mean the elevator will not be available, your move compromised, and a Strata Bylaw fine incurred. **YOUR LEASE ENDS AT 1:00 pm ON THE LAST DAY OF THE MONTH.**
2. An appointment with a representative of Downtown Suites Ltd. needs to be booked for the suite inspection after all belongings are removed. We will take back keys and appliance manuals at this time. We would appreciate your making this appointment as soon as possible to assist us in making sure the suite is in appropriate condition for the incoming tenant.
YOU MUST BE PRESENT FOR AN INSPECTION TO SIGN OFF THE SUITE IN ORDER FOR PROPER AND TIMELY RETURN OF YOUR SECURITY DEPOSIT.

Handover Package

The handover package you initially received must be returned during the move-out inspection. This includes the following items:

Suite Keys	_____
Common Area Keys	_____
Mailbox Keys	_____
Storage Locker Keys	_____
Garage Door Remotes	_____
Remote Transmitters	_____
Security Cards or FOB's	_____
Appliance Manuals	_____
Visitor Parking Passes	_____
Building Bylaws	_____
Other (Specify)	_____

Tenant's Cleaning Checklist

- All accessible windows to be washed and window ledges to be cleaned.
- Balcony/Patio Door washed inside frame of patio doors. Please don't wash outside patios.
- Balcony/patio should be swept, and debris removed.
- All doors, including suite door to be washed on both sides.
- All noticeable fingerprints on cupboards, light switches, doorframes, door-knobs, appliances, etc... need to be removed and the area disinfected.
- All shelves dusted or washed, including baseboards.
- **All carpets are to be professionally cleaned. *Please Note:* YOU MUST PROVIDE A RECEIPT OF PROFESSIONAL SERVICE.**
- Mirrors and light fixtures cleaned.
- Please pull out stove and wash floor underneath; also wash the inside and outside of stove where grease may have splashed. Clean underneath hood fan, also over range where grease collects; clean filter and broiler pan. Remove burner pans and chrome rings and wash out accumulation of spills underneath burners. Clean around controls and racks. **DO NOT PUT BURNER PANS IN SELF-CLEAN OVENS TO REMOVE DIRT.**
- Clean laundry area and washer/dryer removing any soap or lint as required.
- Clean sinks and taps, also underneath sink stoppers where dirt collects.
- Check all sink and bathtub drains to make sure they are clear and free from any clogs (ie: hair, food particles etc...)
- Check all light bulbs throughout the apartment and replace any that are burnt out.
- Replace the filters under the kitchen exhaust fan to new.
- Report any appliances that are not operational. ***Please Note:* If Downtown Suites Ltd. has to replace light bulbs or exhaust fan filters, you will be charged for both materials and labour.**
- Clean kitchen and bathroom floors.
- Clean bathroom toilet, tub and sink; also polish mirrors. Ensure that the base of the toilet and all surrounding areas are cleaned. Please include thorough cleaning of both front and back of the toilet bowl. Clean bathroom fans.
- Wash down blinds. If you have fabric blinds you must have these cleaned to remove any dust, dirt, pet hair, etc.)
- If applicable dust and clean fireplace and surrounding area.
- Clean out storage locker.
- All walls throughout the suite must be left in clean condition.
- Wash walls, all door-frames and base boards, and all heat radiators. Any powder cleaner, on a damp cloth, works well. For tough scuff marks: Try a Mr. Clean Magic Eraser. Test the area first to make sure it does not remove paint.

- All small picture hook holes are considered normal wear and tear. Please be advised that anything larger than this such as a large screw/bolt hole will be required to be professionally filled, sanded and painted with a matching colour.

REMINDER IF YOU ARE BREAKING YOUR LEASE!!!!

If you are terminating your tenancy before the end of your fixed lease term, please refer to your lease agreement for further information.

ONCE AGAIN, TO AUTHORIZE RELEASE OF YOUR SECURITY DEPOSIT, A REPRESENTATIVE FROM DOWNTOWN SUITES LTD. MUST INSPECT THE SUITE AND BOTH THE TENANT AND REPRESENTATIVE MUST SIGN THE CHECK OUT INPECTION.

- If you have altered the colour of your walls or wallpapered any walls we will require estimates in advance and the cost may be above and beyond your Security Deposit, you may have to pay extra or pay the painters directly for the work.
- Please contact us if you need trades people contact numbers or recommendations

PROTECT YOUR SECURITY DEPOSIT BY LEAVING THE PROPERTY IN THE SAME OR BETTER CONDITION THAN WHAT YOU RECEIVED.

Kitchen

- Floors
- Cupboards
- Counters
- Sink / Taps
- Walls / Ceilings / Baseboards
- All light bulbs working/ or replaced

Appliances

- Stove
- Hood Fan
- Oven
- Fridge
- Dishwasher
- Microwave
- Washer
- Dryer

Bathrooms

- Tiles
- Tubs / Showers
- Sinks / Faucets
- Mirrors
- Light Fixtures
- Floors
- Walls / Ceilings / Baseboards
- Cupboards / Drawers
- Toilet
- Remove Shower Curtain
- All light bulbs working/ or replaced

General Suite

- Suite Doors
- Interior Doors
- Door Knobs
- Closet Doors
- Light Fixtures
- Light bulbs all working / replaced.
- Mirrors
- Switch Plates
- Blinds (dirt, pet hair, etc.)
- Floors
- Dust all surfaces

- Baseboards
- Windows
- Window Ledges
- Window Frames
- Discard all garbage
- Remove all food items
- Walls
- Ceilings

Carpets- Professionally Cleaned

Holes in Wall- Professionally patched, sanded, and painted over in the same color as the walls

Recommended Cleaners

We highly recommend professional cleaners to clean the whole suite. You may use any professional company you choose but you must have the carpets cleaned by a cleaning company and cannot rent or borrow a machine to do yourself.

****Please note that you are required to provide a **receipt for the carpet cleaning** and if you do not, we will have to charge back for the carpet cleaning.

T & O Janitorial Solutions Ltd.

Talia: 604-715-4766

Dura Cleaning (this company does not clean vertical cloth blinds)

Oana- 778-235-6318

Life Maid Easy

604-682-6243

For Carpet Cleaning

Carpeteer Ltd.

604-240-7787

Carpetex

Jack: 604-512-2528

Watts Carpet Cleaners

Dan/Barb: 604-451-9585