



Dear Tenant:

We have received your notice to vacate and we are sorry to see you leave. May we take this opportunity to inform you about our vacating procedures? In order that the damage deposit is returned intact, please observe the following before you leave.

REMINDER:
TENANTS MUST VACATE ON THE LAST DAY OF THE MONTH BY 1 PM.

ADDRESS: Fill out a "Change of Address" card, which can be obtained from the Post Office. Please leave a forwarding address with the Property Manager.

IN ORDER TO RECEIVE YOUR FULL REFUND, PLEASE FOLLOW THESE INSTRUCTIONS:

DRAWERS: Dusted out, crumbs, stains etc. removed. Scrub cutting board. Wipe with a damp cloth.

WALLS: All marks washed away. Use a mild cleanser for stubborn spots. Behind furniture, near carpet strip, toe marks, inside clothes and linen closets, bathroom walls. Mr. Clean magic sponge is great but leaves film that needs to be cleaned off. Light switches and door knobs wiped all around to remove dirt and finger prints.

BATHROOM: Bathtub, basin, medicine cabinet and tiles are to be cleaned and disinfected. Mirror, chrome on fan, taps and soap dish all must be cleaned and shined. Toilet bowl, cover, seat and hinges must be free of stains and disinfected. Floor washed. Shower stalls and tub surround must be completely removed of soap scum.

FIXTURES: Crystals, lamps, shades, lights etc. in dining area, kitchen, bathroom, bedrooms and hallways must be washed and cleaned. All light fixtures and ceiling fans.

WINDOWS AND GLASS DOORS: Track cleaned and vacuumed, drain holes cleaned. Aluminum frames and glass to be cleaned inside and out.

BALCONY: Vacuum or sweep up dirt (NEVER OVER THE SIDES - FOR APARTMENTS). Mop using clean water.

LINO FLOOR: Wash floor.

LIGHTS: Burnt out light bulbs must be replaced.

DRAPES: See Property Manager for cleaning instructions.

BASEBOARDS: Must be dusted and wiped.

CARPETS: Professional cleaning required if Landlord did this at time of move-in. Receipt needs to be provided.

BASEBOARD HEATERS: Wipe down the tops of the heaters and vacuum the inside.

LOCKER/STORAGE ROOMS: Clean out completely. Sweep.

KEYS: All keys must be returned. This includes mail keys, laundry keys, storage keys and fobs.

FRIDGE: Must be fully defrosted and wiped clean with a damp cloth as well as outside walls and surrounding floors. **Pull out** to clean behind and under. Turn off, but leave doors open.

RANGE: Clean hood, fan, inside oven, outside oven, and range top. Pull out and clean under, behind, and inside drawer. Automatic \$50 charge if not done properly.

CUPBOARDS: Shelves, inner sidewalls and doors are to be wiped clean. All stains removed with cleaner. Doors wiped clean on inside and outside and free of stains.

ELEVATOR: If in an apartment building, please see the onsite caretaker or property Manager to reserve the elevator. Some new condos require 48 hour notice and a move out fee.

GARBAGE: Please remove from inside and outside of property on or before the date of vacating.

EXTERIOR: If you are responsible for yard maintenance the must be a general clean up of the yard. Pet owners must remove animal feces.

ASSISTANCE: If cleaning assistance is required, check with the Property Manager.

ELECTRICAL UTILITY: If you are paying your utilities through The City of Penticton, your final utility bill must be paid before you security deposit is refunded. If you give them (City Utilities Department) three days notice to prepare your final bill you won't have to wait for it to be mailed to you. Forward/bring your receipt of final payment to our office to expedite your security deposit refund.