

Move-Out Guide

The following information has been prepared to assist you when vacating the property, you have been renting through **Real Property Management**. **An inspection will be done only after all your personal property has been removed and you have cleaned the property. At this time, you need to take the keys to the office. We consider you still living at the property until the keys are turned in. Rent will be charged until Real Property Management receives keys and any garage door remotes - do NOT leave the keys at the property. YOU WILL NOT BE ABLE TO RE-ENTER THE PROPERTY AFTER THE KEYS HAVE BEEN TURNED INTO THE OFFICE.**

We ask that before the final inspection, you:

- ✓ Advise **Real Property Management** of your new forwarding address and phone number.
- ✓ Pay your rent until the vacating date in money order or by cashier's check.
- ✓ Return all keys to this office including mailbox keys and garage door openers.
- ✓ Arrange disconnection of your telephone, electricity and gas.
- ✓ Re-direct mail to your new address.

Please also attend to the following matters prior to our inspection. This will save time and prevent delays in returning your bond.

Subject to the condition of the property at the commencement of your tenancy, please ensure that:

- ✓ The property is left in a very clean and tidy condition throughout, with any stains removed from the carpets. Carpets should be professionally cleaned.
- ✓ All cupboards, shelves, drawers and benches are clean.
- ✓ Walls and doors are free of any marks.
- ✓ Windows and sills are clean, inside and outside where possible.
- ✓ Any furniture, curtains or other items included with the property are in their original positions.
- ✓ Venetian blinds are clean and curtains washed.
- ✓ All garbage, bottles and rubbish are removed from the premises.
- ✓ The garage and/or storeroom is cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- ✓ Bathrooms are thoroughly cleaned, with all mold and soap scum removed from tiles and grouting. Ceiling mold must be removed. Toilets are to be cleaned inside and out, and the bathroom floors must be mopped.
- ✓ Lawns and edges are trimmed and gardens weeded (this applies to townhouses and houses).
- ✓ All trash and personal items are removed from home and yard, including pet droppings.
- ✓ All appliances are cleaned thoroughly, including microwave, stove, range hood, etc.