

Vista Realty Ltd.



Dear Tenant,

Re: End of Tenancy, cleaning and inspection

Since the last week is usually very busy with packing and last minute arrangement, we have compiled a list to help you. Please ensure that you contact the Property Manager when your suite cleaning is complete, so that arrangements can be made for a move-out inspection.

It is important that you are present for this move-out inspection. If there are any charges against your security deposit, the Property Manager will ask you to sign the move-out report indicating that you agree to these charges. If the Property Manager gives two opportunities to conduct the move-out inspection, and you fail to participate on either of these occasions, your right to the return of the security and/or pet deposit no longer exists.

Garbage	Remove all garbage and recycling, including bottle, papers, unwanted furniture, etc.
Stove	Clean completely, including burners, rings and drip pans, space underneath oven broiler pan, racks and range hood. Wash walls and floor behind stove.
Fridge	Clean completely inside and out, including door seals, defrost and dry. Turn the temperature down to low (do NOT turn off). Wash walls and floor behind the fridge.
Dishwasher	Clean completely inside and out, empty catch trays.
Kitchen	Clean and wash cupboards, counters and sink, drawers wiped inside, stains removed, scrub cutting board.
Windows	Clean inside both frame and glass, as well as tracks.
Walls	Clean all wall areas showing dirt or stains, especially around light switches, furniture markings, surrounding fridge and stove, inside clothes and linen closets, and bathroom walls.
Bathrooms	Clean shower door, runners, tiles, and shower curtains. Clean all fixtures including toilet, tub, sink, medicine cabinet, cupboards and mirrors.

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Closets	Clean completely, including walls, shelving and floors.
Light fixtures	Clean all light fixtures inside and out, and replace all burnt out bulbs.
Baseboards	Wipe down completely and vacuum heat registers.
Vents/ Ducts	Bathroom and kitchen vents should be wiped down.
Patio/ Balcony	Swept free of dust and debris.
Floors	Swept and washed, including areas under appliances.
Carpets	Carpets are to be steam-cleaned. We advise that you use professional steam-cleaning company to avoid damage the may be caused by rented steam cleaners.
Fireplaces	All ashes cleaned out and grill washed. Flue left closed.
Drapes/ Blinds	Drapes left in clean condition, dry-cleaned if soiled. Blinds wiped down.
Keys	Return all keys on the day of vacating. If <u>all</u> keys are not returned, the locks will be changed and charged against the security deposit.

Any chips or burns in fixtures, counters or floors will be charged for, as well as any damage to appliances, walls or other furnishings. Any cleaning required after your move-out will also be deducted from your security deposit.

YOUR SUITE MUST BE CLEAN AND VACANT BY 1 PM ON THE LAST DAY OF THE MONTH (OR THE AGREED MOVE-OUT DATE) AS PER THE RESIDENTIAL TENANCY ACT.

If you have any other questions, please do not hesitate to contact our office.

Thank you,
Vista Realty Ltd.