

Tenant Moving Checklist

Provide forwarding address to Kindersley Housing Office—this will ensure that your security deposit refund will be delivered to you

Gather up all keys to be returned at the move out inspection—any key(s) missing will invoke a charge of \$5.00 per key.

Thoroughly clean unit—see attached cleaning sheet

I will steam clean carpets and provide a copy of rental or cleaning receipt to office—this receipt must be provided, or we will assume it has not been done, and will deduct a cleaning charge from your security deposit. If you do not know who to contact about cleaning your carpets, please phone the office for contact information.

OR

Maintenance will steam carpets for a fee of \$100 - \$150.00—depending on the state of the carpets

Leave appliances plugged in—leave the fridge running with doors shut

If you manage your own utilities, disconnect utilities at the **end of the month** only—**DO NOT** disconnect utilities on your move out date if it is before the last day of the month, unless you receive permission from the Board of Directors

If you have a yard, grass is freshly cut and weeds are pulled, yard is tidy with no garbage bags or trash laying out

OR

Driveway and walkways are shoveled and cleared of snow/leaves

**KINDERSLEY HOUSING AUTHORITY
CLEANING GUIDELINES**

To avoid application being made to the Office of the Rentalsman to recover the costs for cleaning/damages, the unit should be as clean as when you moved in. The following are some guidelines when cleaning to provide a standard for cleanliness:

- Cupboards: _____ Clean and wash inside and out.
 _____ Wash the exterior of the cupboards.
- Counter: _____ Clean and remove all stains.
- Sink: _____ Remove all water spots and stains. Clean and Polish
- Stove: _____ Move out and clean the back and sides.
 _____ Remove and clean the burner rings and drip pans.
 _____ Clean space underneath the burners.
 _____ Clean the oven, including broiler pan, racks and lower drawer.
 _____ Clean and wash the wall & floor behind and under appliance
- Fridge: _____ Wash out with mild soap
 _____ Clean and wash the wall and floor behind/under the appliance.
 _____ Move out and clean back and sides
 _____ **Leave fridge plugged in and running, doors shut**
- Bathroom: _____ Clean toilet, tub, tub enclosure, basin, vanity and medicine cabinet.
 _____ Remove all water spots and stains. Polish all chrome fixtures
- Washer & Dryer: _____ Move out and clean back and sides.
(if applicable) _____ Clean both the inside and exterior of the machines.
 _____ Clean out lint trap in dryer
 _____ Clean and wash the wall and floor behind/under the appliance.
- Laundry Sink _____ Clean complete sink-inside and out.
- Windows: _____ Clean inside and in between the windowpanes where applicable.
 _____ Clean and wash tracks, window frames and sills.
- Walls & Ceiling: _____ Clean and wash all walls, including all doors, closet doors and
 frames and shelving. Clean ceiling if not stippled.
 _____ Clean and wash all baseboards, outlet covers, etc., vacuum out heat registers
- Light Fixtures: _____ Clean and wash all fixtures.
- Floors: _____ All floors are to be swept and washed.
- Patio: _____ Clean and sweep.
- Rugs: _____ Vacuum and shampoo carpet. **\$100- \$150.00 charge if not shampooed.**
- Utility Room: _____ Clean and sweep floors.
- Yard/Sheds _____ Remove all garbage and debris from lawn and shed. Sweep out sheds, cut lawns and do
all other lawn care needed.

Any chips in fixtures, counters, flooring, etc. may be charged for. Records are kept of previous marks, etc., on these items.

Call Kindersley Housing Authority at 306-463-3931 at least 5 days prior to your moving out to set up an appointment for a move-out inspection. The inspection will be conducted when you are ready to turn in the keys. You are responsible for your unit until the keys are handed into the office.

You are responsible for cleaning your unit. If you do not clean you will be charged. You will be informed of any cleaning deficiencies and charges at the end of the inspection. An invoice will be forwarded to you on the charges for repairs, replacement, and/or cleaning.

NEW MAILING ADDRESS

Tenants Name: _____

Address: _____

City, Province _____

Postal Code _____

***** Please haul all garbage and boxes away. Do Not fill our
Dumpster or leave your garbage bins full. *****