

# NOTICE TO TERMINATE PERIODIC TENANCY (rev Nov 14)

**TO:** PEKA Professional Property Management Ltd.  
#105, 1002 – 8<sup>th</sup> Avenue Canmore, AB T1W 0C4  
Phone: 403.678.6162 Fax: 403.678.4990  
Email: info@peka.ca

**FROM:** \_\_\_\_\_  
**Name –LEASEHOLDER ONLY**

\_\_\_\_\_  
**Rental Address**

Please consider this as my/our one calendar month's notice that I/we will be vacating the premises referenced above no later than 12:00 pm (noon) on:

\_\_\_\_\_, **20**\_\_\_\_\_  
(Must be last day of month - NOT first day of month)

- I/we are aware that I/we are responsible for rent and utility payments for the unit up to and **including the last day of the exiting month**. I/we are also aware that my/our security deposit CANNOT be used as last month's rental payment.
- I/we request the monthly automatic withdrawal (AWD) for my/our rent payments be stopped after the exiting month:  Yes  N/A
- I/we also acknowledge receipt of the "Tenant Move-out Info" sheet and "Move-Out Cleaning Requirements - Checklist."
- I/we acknowledge that my/our failure to meet the "Move-Out Cleaning Requirements- Checklist" will result in a \$100 minimum administration charge, (per Appendix B Section 4 of my/our lease agreement), plus any and all direct cleaning charges incurred due to my/our failure to clean the unit as outlined. Minimum administration charge includes one (1) hour of agent time. Should additional agent time be required, it will be charged at \$75/hour or part thereof.

My/our contact numbers are listed below for coordination of unit showings to secure the next tenant for this unit.

\_\_\_\_\_  
**Name** **Phone – Home Cell** **Phone - Work**

\_\_\_\_\_  
**Name** **Phone – Home Cell** **Phone - Work**

\_\_\_\_\_  
**Signature** **Date**

**Reason for move:**  
 Rent high (not affordable)  Unit Location  Relocation (from Canmore)  
 Downsizing  Upsizing  Other: \_\_\_\_\_

**Forwarding address (mandatory):**  
\_\_\_\_\_  
\_\_\_\_\_

## **TO AVOID A DEDUCTION FROM YOUR SECURITY DEPOSIT:**

### **FOLLOW THE GUIDELINES BELOW:**

- **USE THE MOVE OUT CLEANING REQUIREMENTS CHECKLIST (ATTACHED):** Use this checklist, check each item, initial and *give to the PEKA Agent at time of move-out inspection.*
- **ALL CARPETING MUST BE PROFESSIONALLY STEAM CLEANED AND DRIED** (does not include do-it-yourself rental machine cleaning - you must provide the Agent with a company receipt). A professional must come in and steam clean the carpets for you. Make sure to book early, as these companies are extremely busy at the end of the month.
- **YOU ARE RESPONSIBLE FOR RENT AND UTILITIES UP TO AND INCLUDING THE TERMINATION DATE (last day of month).** If you move out early, you are still required to have the utilities stay in your name until the termination date (last day of month). We cannot use your security deposit for last month's rent!
- **ELEVATOR BOOKINGS:** Should you be moving out of a PEKA managed building and you wish to lock off the elevator for your move-out, the elevator must be booked 48 hours in advance. Please contact PEKA's front desk for booking and instructions. If you live in a building managed by another company, please contact that company directly to book the elevator.
- **DO NOT DUMP UNWANTED ITEMS/FURNITURE AROUND CONDOMINIUM GARBAGE BINS.** If you do the cost of removal will come out of the security deposit (most condos have video monitoring of the garbage area) and you will be charged an administration fee.
- **DO NOT PATCH NAIL HOLES** unless directed by an Agent to do so. Any patching will need to be sanded and the entire wall painted.
- **MOVE OUT INSPECTION:** You are required to complete the move out inspection no later than 12 (noon) on the last day of tenancy.
- **DO NOT MISS YOUR APPOINTMENT:** Missing or not being ready for your booked inspection time will result in a \$100 administration charge. Additionally, should PEKA need to coordinate any cleaning or repairs that are the responsibility of the tenant, it will result in a \$100 (minimum) administration fee.
- **AT THE TIME OF THE MOVE-OUT INSPECTION:**
  - ✓ All belongings must be out of the property. **YOU CAN NOT STAY IN THE PROPERTY AFTER THE INSPECTION. YOU MUST TURN OVER POSSESSION.**
  - ✓ All items on the "Move-out Cleaning Requirements – Checklist" must be complete
  - ✓ All carpets have been professionally steam cleaned and **HAVE DRIED** (min. 6 hrs. prior or book the day before). Carpets require heat and air flow to dry... **WET CARPETS WILL REQUIRE A 2<sup>nd</sup> INSPECTION WHICH WILL RESULT IN AN ADMINISTRATIVE CHARGE!**
  - ✓ Hang on to a few cleaning supplies in case there are minor touch-ups needed
  - ✓ All keys (including FOBs, storage, mail keys, garage remotes, etc.) must be available to the PEKA Agent at the time of the move out inspection.
- **If you have any questions regarding your move, please contact the rental department at 403-678-6162 (Ext. 234) or email: [rent@peka.ca](mailto:rent@peka.ca)**

***Thank you for your tenancy with PEKA. We wish you all the best with your move!***

# MOVE OUT CLEANING REQUIREMENTS CHECKLIST

GIVE COMPLETED CHECKLIST TO THE AGENT AT YOUR MOVE OUT



TENANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### GENERAL (ALL ROOMS):

**ALL FLOORS:** VACUUMED & WASHED

**CARPETS:** PROFESSIONALLY STEAM CLEANED (if applicable)

PROVIDE RECEIPT

**WALLS & BASEBOARDS:** WASHED

**DOORS:** INTERIOR AND EXTERIOR DOORS, WASHED BOTH SIDES

**WINDOWS:** IN & OUT WASHED, TRACKS/SILLS,

**LIGHT FIXTURES & FANS:** CLEANED OUT, NO BUGS

**BULBS:** ALL BURNT OUT BULBS REPLACED

**WINDOW COVERINGS:** BLINDS CLEANED, CURTAINS WASHED OR DRY-CLEANED

**DRAINS:** ALL DRAINS SHOULD BE DRAINING SMOOTHLY. NO PLUGS OR SLOW DRAINS


### KITCHEN:

**CUPBOARDS & DRAWERS:** INSIDE/OUTSIDE, UNDERSIDE & TOP LEDGE

**COUNTERTOPS & SINKS:** CLEANED

**GARBORATOR:** CLEANED OUT, SHOULD BE FUNCTIONING PROPERLY

**HOOD/FAN:** DEGREASED AND FILTER SCREEN CLEANED OR REPLACED


### KITCHEN APPLIANCES:

**DISHWASHER:** CLEANED OUTSIDE, INSIDE & SIDES

**FRIDGE (leave pulled out for inspection):**

INSIDE CLEANED, SIDES, DOOR & TOP

PULL OUT\*, VACUUM COILS AND WASH WALLS AND FLOOR UNDERNEATH

WATER FILTER CHANGED (if applicable)

*BE CAREFUL WHEN PULLING OUT FRIDGE TO NOT DISCONNECT WATER CORD*

*\*\*\*\*\*USE TRACKS OR MATS TO PROTECT HARDWOOD FLOOR\*\*\*\*\**

**OVEN/STOVE(leave pulled out for inspection):**

STOVETOP ELEMENT RINGS & SPILL PANS (some stovetops lift up)

INSIDE CLEANED, SIDES & DOOR

PULL OUT\* AND WASH SIDES, WALLS & FLOORS

*\*\*\*\*\*USE TRACKS OR MATS TO PROTECT HARDWOOD FLOOR\*\*\*\*\**



### BATHROOMS:

**SINK, VANITY & CABINETS:** WIPED INSIDE AND OUT

**TOILET:** (also clean behind and tighten any loose seats)

**SHOWER/TUB:** TUB AND SHOWER DOORS COMPLETELY CLEANED

**EXHAUST FAN:** TAKE DOWN, WASH & PUT BACK


### UTILITY ROOM:

**FURNACE:** FILTER CHANGED

**HUMIDIFIER:** FILTER CLEANED AND DESCALED OR REPLACED

**CENTRAL VACUUM:** CANISTER EMPTIED

**WASHER/DRYER:** WIPED DOWN, PULLED OUT & CLEANED UNDER AND AROUND


### EXTERIOR/GARAGE/PARKING:

**DECKS/PATIOS:** SWEEPED, WASHED, FREE OF STAINS OR DEBRIS

**GARAGE/STORAGE LOCKER:** SWEEPED & FREE OF ANY STAINS OR DEBRIS

**PARKING STALL:** FREE OF ANY STAINS, SNOW REMOVED (if applicable)

**LAWNS/LANDSCAPING:** LAWN MOWED, FREE OF ANY DEBRIS, BARE SPOTS FIXED


*IF YOU ARE UNABLE TO COMPLETE ALL ITEMS ON THE ABOVE CHECKLIST, THE COST TO DO SO WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT ALONG WITH ADMIN. CHARGES. Local cleaning companies below. NOTE: YOU ARE STILL RESPONSIBLE TO ENSURE ALL ITEMS ARE COMPLETED BY ANY CLEANERS!!*

**Brenda Cardinal:** Email: stephenmonteith42@hotmail.com Phone: 403-688-4301

**Eco Bathrooms & House Cleaning:** Email: lovenpeace2@yahoo.ca Phone: 403-688-2171

**CINDERHELLI Cleaning:** Email: hdheartrise@gmail.com Phone: (403) 760-9003

# PEKA

## Professional Property Management Ltd.

### FURNISHED MOVE OUT GUIDE:

#### 1) Furnishings:

RETURN FURNISHINGS/ITEMS TO ORIGINAL ROOMS. Please note you are required to have everything put back into place prior to vacating.

You can also use your inventory list provided at the move-in inspection to put items or furniture back where it belongs. Should furniture need to be moved back after you move out, you will be charged for the cost of a mover.

#### 2) Carpeting:

All traffic areas of the carpeting (around and under furniture if possible) must be professionally steam cleaned and have dried (minimum 6 hours prior to inspection). You will need to provide a receipt. If any of the furnishings have been soiled or stained, these should be cleaned also.

#### 3) Linens/Towels:

All linens & towels must be washed, folded and put back in the appropriate area.

#### 4) Dishes/Kitchen:

All dishes/cutlery etc. must be clean and put back in the appropriate spots. Make sure cabinets and drawers are wiped in/out.

#### 5) Garbage/Recycling:

All garbage and recycling must be removed from the premises prior to inspection.