

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 2nd 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**

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