

**Quality Management Ltd.**  
**MOVE-OUT INFORMATION**  
**NOTICE TO SHOW SUITE**

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

This document will confirm your notice to vacate apartment \_\_\_\_\_ on or before \_\_\_\_\_. We hereby issue by way of this document a **Notice to Show** your suite. Myself or the Leasing Agent would like to make long standing arrangements with you so that we can enter your suite and minimize the disturbance to you. We encourage you to maintain the apartment in a clean and organized manner as we will be presenting your suite to prospective tenants. In maintaining the suite as requested we hope to successfully re-rent the suite quickly, thus minimizing the inconvenience to you.

To assist in making your move out go as smoothly as possible we recommend the following procedures:

**Contact the Manager and make arrangements to book an elevator:**

Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Note: Advance booking of the elevator will maximize your opportunity for the time of choice.

**Once you have removed all your furniture and cleaned the apartment**, the Manager (ph: \_\_\_\_\_) will inspect the suite with you, completing an Outgoing Inspection Report. Note: Please make an appointment in advance for this inspection.

**TIPS TO MAXIMIZE YOUR SECURITY DEPOSIT RETURN**

**KITCHEN**

**Refrigerator:** wash, dry and deodorize if necessary. If your fridge is not a frost free, do not use sharp instruments to chip ice build-up and make sure that water does not pool on the floor. Move the fridge carefully to ensure you do not damage the flooring. Clean under and behind the fridge. Please leave the fridge temperature setting on the lowest setting. Tip: Clean the grooves of the fridge seal.

**Stove:** Move the stove from its space (be careful not to damage the flooring ) Clean all areas behind, under and around the stove. Remove stove elements and pans and clean completely.

**Oven:** Degrease and wash the oven, oven racks, broiler and glass. Wash all surfaces. Do not use abrasives. Be careful no oven spray touches the vinyl as it will damage it.

**Cupboards:** Wash the exterior, interior, top and undersides. (Abrasive scouring pads and cleansers can scratch and damage surfaces.)

**BATHROOM**

Wash/scrub/clean the sink, bath tub, tub surround/tiles, toilet, vanity, mirrors, medicine cabinet and wash ceilings, walls, and floor.

**GENERAL**

**Walls:** Wash all dirt and or marks off of walls. Again be careful with abrasive cleaners. If scrubbing marks have marred walls it could result in having to repaint.

**Blinds:** Wash all blinds. Do not remove patio blinds, simply wipe them down.

**Lights:** Wash lens and or fan blades, etc. Replace any burnt out or missing light bulbs.

**Flooring:** Sweep and wash floors, vacuum and clean carpets. If you wish we will give you the name of our carpet cleaning contractor or charge back the cost of carpet cleaning on your security deposit.

**Windows:** Remove and wash all. Clean window tracks. Do not attempt to remove patio doors. Wash patio doors and wipe tracks clean.

**Balcony:** Clean all debris and sweep deck surface.

**Storage and Linen Closets:** Wash interior shelving and flooring, vacuum carpets if applicable.

**Doors and Frames:** Wash as required to remove dirt and or other marks.

**Air Conditioners:** Clean unit and filter.

**Note:** The above items are the minimum requirements for cleaning the suite upon move out. Declining to clean the above items to a reasonable level of cleanliness will result in a charge against your security deposit. If the costs of cleaning exceeds your security deposit amount you will be invoiced for the outstanding amount owing. Please see reverse for basic cleaning rates. 90% of our tenants receive their full deposit or the majority of their security deposit returned.

Should you have any questions regarding the information herein please consult with your Manager. We hope your stay has been an enjoyable one. All the best and good luck in your future accommodations.

Date delivered: \_\_\_\_\_ Delivered by: \_\_\_\_\_

Site Manager phone number: \_\_\_\_\_