Ph: 604.820.3324 Fx: 604.820.2175 Web: www.mqhs.ca Mail: PO Box 3563, Mission, BC, V2v4L1

Move Out Guidelines

As you prepare to vacate your unit, we would like to share some tips with you in order to make this process successful for you and for us.

Things to do right away:

- ☐ Contact utility companies to arrange transfer of your utilities.
  Hydro 1-800-224-9376 / Fortis 1-888-224-2710
- ☐ If you would like MQHS to be able to provide references regarding your tenancy in the future, you must provide written permission for us to do so.

Before the move out inspection:

- ☐ Request your move out inspection via the **Repair and Request form** at **mqhs.ca.** It will take place on the final day of your tenancy once your unit is clean and empty. It is required that you attend.
  If you have not heard from maintenance by the last week of your tenancy, contact the office.
- ☐ Clean the unit according to checklist provided on the back of this sheet.
- ☐ Repair any damages caused by yourself or guests during your tenancy. Please contact maintenance for guidance prior to beginning any major repairs.
  *** Do not fill any nail or pin holes in walls ***
- ☐ Remove all belongings and garbage from the unit and **dispose of properly.** Boxes and recycling should be broken down before disposing.

Dumping of furniture, appliances or other household items is NOT permitted in or around the onsite dumpsters. Violators will be fined.

At the time of move out inspection:

- ☐ Plan to be present for the entire move out inspection. Approximately 30 minutes.
- ☐ Return all keys to maintenance staff.
- ☐ Provide a forwarding address and phone number in writing.

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Move Out Cleaning Check List

- ☐ Stove
  - ☐ Wipe down oven
  - ☐ Clean drawer
  - ☐ Remove drip pans, burners, rings and racks to clean (if applicable)
  - ☐ Pull stove out and clean the entire outside of stove
  - ☐ Clean cupboards on either side of stove
  - ☐ Clean floor under stove
- ☐ Range Hood
  - ☐ Degrease hood and filter
- ☐ Kitchen Cabinets
  - ☐ Clean the outside and inside, and degrease
  - ☐ Clean countertop, sink and faucet
- ☐ Fridge and Freezer
  - ☐ Pull out fridge and clean the wall and cabinets
  - ☐ Clean the floor under the fridge
  - ☐ Clean the entire inside and outside of fridge and freezer
- ☐ All toilets scrubbed
  - ☐ Inside, outside and around the base
- ☐ Clean tub and showers
- ☐ Clean bathroom vanity and mirror
- ☐ Clean all windows, including window tracks
- ☐ Clean doors, frames and casing (including all closet doors)
- ☐ Spot clean walls
- ☐ Clean all cove base/baseboards
- ☐ Dust and clean light fixtures
- ☐ Clean closet shelves and rods
- ☐ Sweep garage/carport (if applicable)