

## TENANT REQUIREMENTS WHEN MOVING OUT CHECKLIST

Please be advised that a **FINAL UNIT INSPECTION** will take place whether or not you are in attendance. Any items listed below that are not complete could result in a direct chargeback to you.

**BC Housing will invoice at a minimum \$20.00 per hour cleaning rate for premises not left in acceptable condition.**

This Checklist should make it easier for you to keep track of things to do in preparation for moving out. The thorough and careful washing and cleaning of the following:

- All cupboards inside and out.
- All shelf lining to be removed.
- All windows inside, all windows outside (if accessible).
- All drape tracks.
- All light globes and shades.
- All painted, varnished, plasticized doors, trim and woodwork.
- All bathroom fixtures.
- All smooth surfaced floors.
- All floor registers - also lift out and clean out debris in register duct wells.
- Refrigerator: inside and out - be sure to defrost. **DO NOT SHUT OFF OR UNPLUG.**
- Range: inside and out. Also range hoods and fans.
- Laundry equipment and appliances as applicable.
- Basement, storage areas, lockers, etc., to be thoroughly cleaned and free of debris.
- Units with ground/patio area: to be properly cleaned.
- Tenant installed carpets are to be removed and the floor thoroughly cleaned of carpet tape or glue.
- BC Housing carpeted units to be cleaned and shampooed by tenant.
- NO REFUSE OR DISCARDS OF ANY KIND ARE TO BE LEFT INSIDE OR ON THE GROUNDS.**  
Use refuse bins provided.

**TURN IN ALL KEYS, LAUNDRY CARD (if applicable) AND PROVIDE A FORWARDING ADDRESS  
PRIOR TO VACATING THE UNIT.**

Thank you for your cooperation.