



MACDONALD COMMERCIAL REAL ESTATE SERVICES LTD.  
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Dear Tenant,

Before vacating your suite/house/condo, please ensure that you attend to the following items.

## **CLEANING PRIOR TO VACATING**

### **WINDOWS**

To be washed inside including tracks.

### **KITCHEN**

1. Clean and wash all cupboards inside, out and under.
2. Clean the stove, removing rings and elements (avoid spraying elements). Clean the oven including racks (all racks are removable), broiler pans, shelves and grease container (if Jennaire).
3. Clean underneath the hood and change or clean filter if applicable.
4. The refrigerator and all parts are to be cleaned and defrosted, if applicable, including the top and behind the refrigerator. After cleaning, turn the refrigerator to low. (NOT "OFF").
5. Floors are to be washed, the stove and refrigerator are to be moved in order to clean behind them.
6. Ceilings in the kitchen are to be cleaned.

### **BATHROOM**

1. Clean the bathtub, toilet, wash basin and polish taps.
2. Clean all fixtures, lights and mirrors.
3. Wash tiles and wash the floor.
4. Clean tile around the tub inside and out.
5. Clean cupboard and medicine cabinet inside and out.
6. Do not forget to clean the ceiling.

### **HALL/LIGHT FIXTURES**

1. Replace any burned out bulbs.
2. Clean all fixtures.

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### **GENERAL LIVING AREA/BEDROOM AREA**

1. Dust or clean as necessary all shelves.
2. Dust and clean all baseboards.
3. All windows, window ledges and crevices to be cleaned.
4. Drapes and/or blinds must be cleaned.
5. Carpets must be vacuumed and **steam cleaned professionally** (receipts are required).
6. Mirrors and light fixtures should be cleaned.
7. Check all light bulbs throughout the apartment/house/condo and replace them if they are not operating.
8. Storage rooms, closets and basements should be cleaned including the walls.
9. Clean all doors including louvers.
10. Wash all electrical switch plates.

### **EXTERIOR**

1. Remove all articles and garbage from lockers/garage/storage.
2. Balconies, porches and decks should be swept and cleaned as well as front and rear stairs if applicable.
3. Remove all garbage from the premises.

The premises must be vacated by 12:00 Noon on the last day of tenancy. Please advise date and time if possible.

**ALL KEYS MUST BE RETURNED TO THE PROPERTY MANAGER/CARETAKER**

It is extremely important that you arrange for a move-out inspection with your property manager/caretaker to confirm whether or not any cleaning/repair costs are to be charged against your deposit. Failure to arrange for an inspection may result in our applying for arbitration for deductions against your deposit if the suite is not left in a satisfactory condition. This will delay return of your cheque.

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