

NOTICE TO VACATE RENTAL RESIDENCE

Today's Date: _____

To: Ardent Properties Inc.

I/We _____ wish to give our notice to vacate the premises
at _____.

I/We give permission to Ardent Properties Inc.'s representatives to enter the premises between the hours of 8:30 am and 4:30 pm in order to show the property to prospective tenants. It is agreed that the Property Managers will provide me/us, the tenant(s), with at least 24 hours of notice prior to a viewing, unless mutually agreed upon. I/We also understand that I/we must vacate the premises no later than **the last day of _____ by 1:00 pm** as per the *Residential Tenancy Act of British Columbia*.

Reason for Vacating: _____

Signature: _____

Signature: _____

Contact Number(s): _____

Forwarding Address: _____

To The Tenant(s) of: _____

This letter is to assist you with your move out and the return of your security deposit.

Attached is a list of items to keep in mind while preparing to vacate. Please note that your unit must be left in clean condition, free of any repairs, with the exception of "reasonable wear and tear". Should any cleaning or repairs be required beyond reasonable wear and tear, the costs of hiring a professional to carry out any required work will be charged back to you and deducted from your security deposit.

As per your Residential Tenancy Agreement we require that the rental unit be clean, vacated and free of all belongings **with keys returned to our office by 1:00 pm. on the last day of the month.**

It is your responsibility to cancel or transfer all utilities and any other services that are in your name and located at the address (example: BC Hydro, Shaw Cable, Telus, Post Office, Insurance Services, etc.) Also note that we will not be responsible for any incurred charges to your bill if you fail to cancel your service.

Please contact our office to schedule a move out inspection and to make alternative arrangements if the last day of the month falls on a holiday or weekend when our office is closed.

To facilitate the return of your security deposit, please ensure that we are provided with a forwarding address and telephone number in writing at the time of move out.

MOVE OUT CLEANING REQUIREMENTS

GENERAL

1. **Carpets must be professionally cleaned by a truck mounted carpet cleaner at the end of the tenancy. A receipt or proof of payment will need to be provided to our office for the work completed.**
2. Clean or vacuum all hardwood, vinyl and other flooring, baseboards and baseboard heaters.
3. Any hardwood/laminate flooring should be properly cleaned with the appropriate cleaners – If you are unsure please contact your landlord or local janitor supplier for more information.
4. Clean the inside of all windows, tracks and sills, including removing mould, and the outside of any windows which are accessible.
5. Internal window coverings are expected to be left clean. Check with the landlord before cleaning in case there are any special cleaning instructions.

KITCHEN

1. Where the refrigerator and stove are on rollers, the tenant is responsible for pulling them out and cleaning behind and underneath them. If the refrigerator and stove are not on rollers, carefully remove the appliances to ensure that the flooring is not damaged in the process. If the appliance is not on rollers and is difficult to move, please contact the landlord for further instructions.
2. Clean stove racks, stove top, broiler pan, elements, rings, drawer and oven, and overhead fan with commercial cleaners.
3. Defrost refrigerator, clean all racks, inside door and the drawers with hot soapy water and wash down the unit exterior.
4. Clean all dishwasher racks and holders, wash down exterior.
5. Wash down all cupboards inside and out, clean sink, taps and countertops

6. If there is a garbage disposal it is required that it is cleared of any food debris or waste. Please notify the landlord if it is not functioning.

BATHROOMS

1. Thoroughly clean the tub, tub surround, toilets, cabinets, mirrors and floors. Remove all scum and soap build-up, and smears or marking from mirrors.
2. Please ensure that any hair or debris is removed from all drains or any incurred plumbing charges for blockages resulting from hair, etc. will be billed back to you.

LAUNDRY ROOM/AREA

1. Washer and dryer should be wiped down on the exterior and pulled out to clean any dirt or lint in behind the machines.
2. The dryer should be cleared of any lint and fabric sheets.
3. Please note that if the laundry facilities are shared or are placed in a common area of the building or home you as a tenant are not responsible for cleaning them.

EXTERIOR

1. Tenants are to ensure no debris of any kind or yard rubbish is left on the property.
2. If the tenants are responsible for yard maintenance it is required that the yard is kept up and left in a tidy manner for the turnover in tenancy.
3. Balconies and/or patios should be properly swept and cleared of any leaves, dirt, etc.

REPAIRS

1. Wash scuff marks, finger prints, etc. off the walls unless the texture of the wall prohibits wiping. Damage from excessive nail holes, large nails, screws or tape that has been used will be the tenant responsible to pay for, including possible re-painting.
2. Ensure all light bulbs are installed and working, including the refrigerator and stove hood. Burnt out light bulbs will be deducted from the security deposit at a rate of \$5.00 per each light bulb.
3. Keys must be returned to the landlord during the move-out inspection. This includes any mail, storage, laundry, building keys, etc. Failure to return all keys at the time of the move-out will result in locksmith charges.

SMOKE DETECTORS

1. Tenants must not prevent the smoke alarms from working by taking out the batteries. For the safety of all tenants batteries must be replaced with new ones when required and inform the landlord if repairs are required.