



274 Osborne Street N., Winnipeg, MB R3C 0M7
Ph. (204) 488-4444 Email: mail@sussexrealty.ca Fax: (204) 489-8319

Important Memo for Vacating Residents

To: _____ **Address:** _____
Tenant Name(s) Suite/Building Address

Please be advised that after notice of termination is given, the Resident Manager will begin to show your suite to prospective tenants. The Residential Tenancies Act provides authorization for the Landlord to access your suite, within reasonable hours, without notice:

Landlord's right to enter rental unit

54(1) A landlord shall not enter a rental unit occupied by a tenant under a tenancy agreement except where:

(c) the landlord shows the rental unit to a prospective tenant after notice of termination is given under this Act but before the tenant has vacated the unit.

Please be reminded that **you must contact your Resident Manager prior to your move out date to arrange a date/time for your suite to be inspected, a move out condition report to be completed as well as to return the keys to your suite/building.** Failure to arrange for this inspection will result in a move out report being completed in your absence and could cause a delay in processing your security deposit.

Thank you in advance for your cooperation,
Sussex Realty Ltd.

Getting Your Damage Deposit Back

In order to get your damage deposit back, you must ensure that your suite looks just as good as it did the day you moved in. *On the reverse side of this memo, you will find Cleaning Tips and Guidelines to follow prior to your move out inspection.*

- Be sure to leave your suite clean and tidy; properly removing all garbage, refuse and unwanted items when you move out. Unwanted furniture must not be placed in the dumpster and is not the responsibility of the Landlord to dispose. Additional charges to your security deposit may apply in these instances.
- Additional charges may be applied against your security deposit for any damages done to the suite during your tenancy.
- Security deposits (less any deductions) shall be returned within 14 days after the date of termination of the tenancy.
- Note: If you are responsible for paying your own water utility, your damage deposit will be held until you provide the Landlord with proof of payment for the final water bill.





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Cleaning Tips & Guidelines for Vacating Residents

NOTE: An effective, inexpensive cleaner for most hard surfaces is vinegar and water.

1. Kitchen

- a. Clean all appliances, inside and out (including the oven and inside and behind the fridge/freezer)
 - i. Tips for cleaning the stove/oven:
 - Pulled out; washed and cleaned behind, underneath and outside
 - Elements, rings and pans removed and cleaned (all tin foil to be removed, if applicable)
 - Clean oven and all racks (remove all burned on grease)
 - Clean stove drawer
 - Range hood washed and filter removed and washed
 - Clean vent above stove
 - ii. Tips for cleaning the fridge/freezer:
 - Pulled out; washed and cleaned behind and underneath
 - Defrosted and washed inside and out (note: when defrosting, do not use sharp or metal objects to scrape off the ice)
 - Clean shelves and drawers, inside and out (remove all shelf paper)
- b. Clean/wipe the sink and taps, countertops and cupboards (interior and exterior)

2. Bathroom(s)

- a. Clean/wipe the toilet and bathtub/shower
- b. Clean/wipe the mirrors, sink/taps, countertops and cupboards (interior and exterior)

3. Walls, Ceilings and Baseboards

- a. Remove any pictures, hangers, nails, screws etc. from the walls, ceilings and baseboards
- b. Clean and wipe down all of the walls and baseboards and clean/wipe any vents or heaters in your suite

4. Light fixtures, receptacles and switches

- a. Fixtures, receptacles and switches should be intact and dust-free (inside and out)
- b. Light bulbs need to be working and replaced if burnt out

5. Windows and Blinds

- a. Windows, screens, frames, window tracks, sills and blinds should be cleaned and dust-free

6. Floors

- a. Sweep/vacuum and wash all floors

7. Carpets

- a. Must be steam cleaned by a professional cleaning company. Rug Doctor is not acceptable. A receipt for steam cleaning must be provided upon move out. If a receipt is not provided, we will complete the steam cleaning on your behalf and the cost will be deducted from your security deposit.

8. Patios, Decks, Balconies & Storage Lockers

- a. Swept and cleaned, all garbage and personal belongings removed. Locks removed from Storage Lockers.

Remove all garbage, refuse and unwanted items in proper manner. Do not leave bulk items (such as furniture) in or near the property garbage bins. Leaving your unwanted items by the garbage bins may result in additional charges against your security deposit