

Pre-Move-Out Inspection Guide

The following information has been prepared to assist you when vacating the property you have been renting through The Property Collective Limited.

The purpose of the Pre-move-out inspection is to assess the property for any damage that you may be responsible for and to remedy such damage prior to you vacating the property.

We ask that, before the pre-move-out inspection, you:

- ✓ Advise our office of your new forwarding address and phone number (see below)
- ✓ Advise the office of any maintenance issues that you may have deferred reporting.
- ✓ Arrange disconnection of your telephone, electricity and gas supply to correspond with your Term end date.
- ✓ Re-direct mail to your new address in preparation for your move.

If damage has been found to any part of the property, you will be responsible for the cost of repair/replacement. This includes but is not limited to damage to:

- ✓ Walls: hanging pictures, paintings or other fixtures;
- ✓ Carpets: spills or stained carpets;
- ✓ Cabinets, shelves and cupboards: uncleanliness or failure to clean.
- ✓ Regular Tenant Maintenance: failing to attend to regular maintenance that you were responsible for during your lease (i.e. lawn care, furnace filter changing, etc.)
- ✓ Appliances: Stove, Fridge, oven and exhaust fans are spotless.
- ✓ Windows and sills: windows and sills should be clean, inside and outside where possible.
- ✓ Furniture, curtains and other fixtures: should be in good working order and clean.
- ✓ Garage/Locker: should be cleaned out and free of cobwebs, and grease marks are removed from car space/garage.
- ✓ Bathrooms: mould and soap scum removed from tiles and grouting. Ceiling mould must be removed. Toilets are to be cleaned inside and out, and the bathroom floors must be mopped.
- ✓ Appliances are all cleaned, including fridge, stove, washing machine, dryer, dishwasher, etc.
- ✓ All garbage, bottles and rubbish are removed from the premises (interior and exterior, if applicable)

Failure to remedy damage to the Property will result in service of an N5 Notice to Terminate a Tenancy Early and the appropriate measures will be taken to ensure that the costs of damages are collected.

Should you require the services of a cleaner, gardener and/or carpet cleaner, or have any questions, please contact us at 647-258-4831.

Key Deposit and Last Month's Rent Interest Release Form

[Insert Date]

Attention: The Property Collective Limited

Re: Move out Confirmation

Dear Property Manager,

I [Insert Name] (the "Tenant") hereby confirm that I will be vacating [Insert Current Address] on [Insert Date] at [Insert Time].

I understand that I will meet a representative from The Property Collective at the rental property at this time and date.

I agree to return all sets of keys at the time of the final move-out inspection.

I agree to return the property in clean and rentable condition and will be responsible for any damage to the property, including damage to appliances, etc.

I agree to return this form to The Property Collective Limited at least 2 weeks prior to vacating the property.

I understand that my interest on my last month's rent as well as my key deposit will be forwarded to my forwarding address within 60 days from the termination date of the Term.

DATE:						
FULL NAME:	First Name:		Middle Name:		Last Name	
RENTAL ADDRESS:	Street #	Street Name	Unit#	City	Prov.	Postal Code
FORWARDING ADDRESS:	Street #	Street Name	Unit#	City	Prov.	Postal Code
TELEPHONE NUMBERS:	(Home)		(Work)		(Cell)	
EMAIL ADDRESS:						

I agree to return this form to The Property Collective Limited at least 2 weeks prior to vacating the property via the following methods:

By Fax: 647-258-4832

By Email: info@thepropertycollective.com

By Mail or In Person: 1000 Finch Avenue West, Toronto, Ontario, M3J 2V5

Tenant Name: _____

Tenant Signature: _____