

Notice to Vacate

Today's Date: _____ Phone: _____

Tenant Name: _____

Address: _____

Please be advised that I will be vacating the premises on

I realize I am responsible for the rent payment until

I understand and agree that all items in and on the premises at the end of my tenancy may be construed to be garbage and I hereby give the Prince Albert Housing Authority permission to dispose of all such items. I understand that the cost to store, haul and dispose of these items can be charged back to me in accordance with the said Act.

I affix my signature to this document, acknowledging I have read the foregoing.

I have received the guidelines and price list for moving out _____

The reason for vacating is:

- Three checkboxes for reasons: Purchased a home, Relocating out of town, Other: _____, Financial difficulties, Long Term Care.

Tenants Signature

OFFICE USE ONLY:

FORWARDING ADDRESS:

Occup. Date _____
Tenant#: _____
Lease#: _____
Project#: _____
Unit#: _____
Reason Code: _____

Four horizontal lines for forwarding address.

I AUTHORIZE THE PRINCE ALBERT HOUSING AUTHORITY TO RELEASE INFORMATION FOR THE PURPOSE OF LANDLORD REFERENCES:

NAME: _____

Date: _____

MOVING OUT?

Dear Tenant:

You have given your notice for the last day of the month. After this a new tenant may be taking possession of the suite.

We may be **showing your suite** to prospective tenants. Although we make every effort to contact you before doing so, this obviously is not always possible.

Sherman Towers, Northcote Manor, and Carment Court tenants only: when your mover arrives at the building, call us at 306-953-7430 and we will contact the caretaker to lock out an elevator for your use. **(NOTE: business hours only-elevator will not be locked out after 3 pm or on weekends)**

Please call the maintenance office before the end of the month at 953-7430 to book a checkout inspection time (inspection to be done once your unit is empty and you have had it cleaned, including shampooing carpets). This joint inspection report has to be signed by the tenant and is required for a **prompt damage deposit return**. This gives you a chance to discuss possible damages we may hold you responsible for. If the last day of the month falls on a weekend, the checkout inspection can be done on the first working day of the following month.

The Housing Authority will **take possession of the home** during the last month of your lease if you have disconnected your utilities, or if you have moved out your belongings without setting up a checkout inspection time. If you wish to maintain possession, please advise our office in writing that you will continue to care for it, including the maintenance of heat, power and water and regular inspections of the home. We will be doing a checkout inspection on the first day of the following month if we have not heard from you otherwise.

Any items left in your unit at the time of your vacating will be considered unwanted and will be disposed of accordingly and you will be billed for our labor. Remember to take your TV cable box, modem, etc. as we cannot ensure their return to your provider.

Please leave your **forwarding address** with our office, as we require this address for your damage deposit return if applicable, **and** at the post office, as we are unable to forward your mail. **Also remember to disconnect any utilities at the unit that are in your name (the effective date of disconnect should be the last day of your tenancy).**

Each Security key or card not returned is subject to a \$25.00 charge.

If your mailbox key is for a street lock box, it needs to be returned to Canada Post.

A **Move-Out Checklist** is attached for your information.

Trusting the above is self-explanatory, but if you need any **further clarification** please do not hesitate to contact us.

MOVE-OUT CHECKLIST FOR TENANTS

Moving Out

- Set up an inspection appointment by calling 306-953-7430 at least five days before you move out.
- A Prince Albert Housing Authority representative will compare your unit's condition on the day you move out to the unit's condition on the day you moved in as noted on your copy of the Condition Report (Move-In).
- Under the *Residential Tenancies Regulations, 2006*, Section 8(1), you must keep your unit reasonably clean and fix anything that you damage in the unit. You are not responsible for reasonable wear and tear. Your housing authority will inform you of any charges for cleaning and damage beyond normal wear and tear.

Reminders

- Moving vehicles are not allowed on lawns or sidewalks.
- Arrange for Canada Post mail forwarding services before move-out.
- **Schedule disconnection of utility services (power, heating, and/or water) for the day you move out.**
- **Take TV cable boxes, modems, etc. with you. We cannot ensure their return to your provider.**

Cleaning Checklist

- | | |
|--|--|
| Cupboards/Doors | <input type="checkbox"/> Clean and wash inside and outside including top and bottom exterior |
| Counters | <input type="checkbox"/> Clean and wash; remove dirt and spots |
| Kitchen sink/taps | <input type="checkbox"/> Clean and wash; remove water spots and polish |
| Stove/Hood | <input type="checkbox"/> Pull out; clean back and sides
<input type="checkbox"/> Remove and clean stove top, burner rings, drip pans, and under drip pans
<input type="checkbox"/> Clean and wash oven, including broiler pan, rack, and lower drawer
<input type="checkbox"/> Clean and wash wall and floor behind and under stove |
| Refrigerator
(keep plugged in
and closed) | <input type="checkbox"/> Pull out; clean back, sides, and top
<input type="checkbox"/> Defrost, wash, and clean interior (including door seal)
<input type="checkbox"/> Clean and wash wall and floor behind and under refrigerator |
| Bathroom sink/taps | <input type="checkbox"/> Clean, wash, and polish |
| Toilet | <input type="checkbox"/> Clean and wash inside and outside |
| Tub/showerhead/taps | <input type="checkbox"/> Clean and wash inside and outside; polish fixtures |
| Vanity/Medicine Cabinet | <input type="checkbox"/> Clean and wash inside and outside, including mirror |
| Bathroom fan cover | <input type="checkbox"/> Clean and wash |
| Washer and Dryer
(if applicable) | <input type="checkbox"/> Pull out, clean back, sides, and top
<input type="checkbox"/> Clean and wash interior and exterior
<input type="checkbox"/> Clean and wash walls and floor behind and under washer/dryer |
| Windows/Screens | <input type="checkbox"/> Clean glass inside, outside, screens, and between window panes (if possible)
<input type="checkbox"/> Clean and wash tracks, frames, and sills |
| Walls (filling picture nail
holes not required) | <input type="checkbox"/> Wash all walls including doors, closets, closet doors, frames and shelving
<input type="checkbox"/> Clean all heat registers, baseboards, outlet covers, etc. |
| Light fixtures | <input type="checkbox"/> Clean and wash all fixtures
<input type="checkbox"/> Replace burnt-out bulbs |
| Carpets | <input type="checkbox"/> Vacuum and spot clean or shampoo as necessary |
| Floors
(e.g. laminate, linoleum) | <input type="checkbox"/> Sweep and wash all floors |
| Basement (if applicable) | <input type="checkbox"/> Remove personal items and trash; sweep and wash floor, as necessary |
| Furnace/Water Heater | <input type="checkbox"/> Replace or clean filter |
| Patio/Deck/Balcony | <input type="checkbox"/> Sweep |
| Yard | <input type="checkbox"/> Remove and dispose of trash as required by municipal bylaw, including pet waste
<input type="checkbox"/> Rake leaves
<input type="checkbox"/> Cut grass and remove weeds
<input type="checkbox"/> Remove snow from sidewalks |
| Shed (if applicable) | <input type="checkbox"/> Remove personal items and trash; sweep floor; leave door closed and unlocked |