

NOTICE TO VACATING TENANTS

Pursuant to the RESIDENTIAL TENANCY ACT S.B.C. 1984, C. 15 and the STATEMENT OF UNIT CONDITION for which you signed when you moved into your unit there are certain requirements which must be followed on moving out:

1. **Refrigerator:** Defrost and clean the inside with water and baking soda, rinse clean and wipe the outside of the refrigerator. Pull out and wash behind.
2. **Stove:** If not self-cleaning, clean the oven and racks with oven-cleaner, scour the drip pans under the stove-top elements, and clean the exterior of the stove of any grease or stains. Pull out, if possible, and wash behind.
3. **Cupboards & Counter Tops:** Wipe clean inside and outside.
4. **Light Fixtures:** Wipe clean and replace burnt out bulbs.
5. **Sinks & Faucets:** Wipe clean in kitchen and bathrooms.
6. **Bath Tub & Shower Tile:** Wipe clean and free of any mildew.
7. **Toilet:** Clean inside and outside. Remove any bowl stains.
8. **Walls/Ceilings and Baseboards:** Clean and free of finger marks and grease stains in every room of unit. Ceilings free of mildew
9. **Windows & Doors:** Clean all windows, area between, and window-sills and all doors. Also patio doors and grooves between doors.
10. **Air-Conditioner:** Clean filter and dust outside. (If applicable)
11. **Blinds:** MUST BE CLEAN. All window coverings to be clean.
12. **Floors:** All floors without carpet must be washed, including patio decks. Hardwood or Laminate should have spots wiped up and dust mopped only.
13. **Carpets, Rugs & Drapes:** Must be professionally cleaned at move-out date and receipts for payment must be produced.
... 2
14. **Smoke Alarms:** Are to be in working condition. Put new batteries in, if needed.

15. **Storage Areas:** Must be clean and tidy.
16. **Furnace:** Clean, and put new filter in.
17. **Hot-Water Tank:** Clean top and wipe down tank.
18. **Basement:** Floor must be swept or vacuumed and left in a clean condition.
19. **Yard:** Must be left in a neat and tidy condition. Lawn cut and trimmed, debris removed. (If Applicable)
20. **Driveway:** Grease/Oil stains (if caused by tenant) have to be removed.
21. **Garbage & Debris:** Must be taken out of the unit and yard, and taken away.
22. **Cable TV.:** Cable must be left in the unit connected to the outlet in the wall.
23. **Repair Any Damage:** Repair all damage caused by yourself or your guests.
24. **Manager & Tenant Inspection:** You are to inspect the unit with the Manager, and complete and sign the **Statement of unit condition/move out inspection report**. Please phone to arrange an appointment date and time.
25. **After Inspection:** Clean and make any repairs which are required as per the unit inspection, or the Manager will arrange, and the cost will be taken off your security deposit.
26. **Forwarding Address:** Leave a complete forwarding address and phone number with Sunden Management Ltd.
27. **Utilities:** B.C. Hydro and Fortis Gas are **your responsibility** to the end of the month, in the event you vacate earlier in the month.
28. **Move Out Time Is 12:00 Noon on The Last Day Of The Month.**

If your unit is clean and in order, and any corrections are made as required following the Inspection by the Manager, your Security Deposit Disposition Statement together with the amount owing to you will be mailed to you 15 days after your official vacancy termination date.

SUNDEN MANAGEMENT LTD.