



WESTWOOD RIDGE
development corporation

Cleaning Requirements for Tenants Preparing to Vacate

Security deposits will be refunded with interest provided your suite is left clean and undamaged. **Please be aware, you must vacate your apartment no later than 1:00 pm on the last day of your tenancy.** Professional carpet cleaning has been scheduled for your apartment and will take place at **1:00 pm** on the last day of your tenancy. You must book a move-out time with the building caretaker no later than 72 hours before your move, failing to do so may result in a \$200 fine from the strata.

The following areas of the apartment **MUST** be cleaned thoroughly in order for us to return your security deposit. Please check off each area as it is complete. During the move-out inspection, we will go over this form together to confirm that all areas have been cleaned. **Westwood Ridge does offer a cleaning service for \$150+tax that covers the following required items, please email info@westwoodridge.net or call 604-871-4478 two weeks before your move-out if you would like to book this service.**

- Stove:** Oven, racks, stove top and grease filters cleaned, as well as removing bottom drawer and cleaning underneath the oven itself. Most suites have self cleaning gas ovens; please run this using no oven cleaner.
- Fridge:** Cleaned inside and out, including shelves and drawers, as well as moving the fridge out and cleaning behind it. If you need help moving your fridge, please contact us at 604-764-9422.
- Cupboards and Closets:** Kitchen, bathroom, hallway and bedrooms - cleaned inside and out, including all shelves and drawers. Please make sure no food crumbs are left in any kitchen cupboards or drawers.
- Bathrooms:** All fixtures, tiles, mirrors, bathroom fan grill and chrome to be washed. Walls ceilings and floors washed.
- Walls:** Marks washed off and switch plates cleaned. All wall marks must be removed or touched up
- Floors:** All hard floor surfaces must be cleaned. This includes the entry, kitchen and bathroom tile, laminate flooring and all baseboards.
- Light fixtures:** All fixtures should be dusted, cleaned and all bulbs should be working. A charge will apply for replacement bulbs.
- Balcony:** Deck, railings and patio door cleaned (if applicable).
- Blinds:** Carefully dusted
- Windows:** All windows cleaned on the inside.
- Other:** All garbage removed including storage locker if applicable.
- Wear and Tear/Damage:** Please inform us of any holes in the walls or doors.

Please email or call 604-764-9422 to arrange a check-out time no later than one week in advance of your move-out date. The check-out must be completed by 1:00 pm on the last day of your tenancy. **The suite should be completely empty, all keys (including mail box key) and fobs returned and vacated by not later than 1:00 pm.** If the above has been completed to our satisfaction, the security deposit will be sent to the forwarding address you have provided within 15 days of the end of your tenancy.

Thank you for your cooperation and your tenancy with *Westwood Ridge Development Corporation*.