

## Notice to Vacate

Please be advised that I, \_\_\_\_\_ will be vacating my  
Name of Tenant  
unit # \_\_\_\_\_ at \_\_\_\_\_ as of \_\_\_\_\_, 20\_\_\_\_\_.  
Name of Property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date Received:

\_\_\_\_\_  
Signature of Building Manager

**Please schedule a move out time with the Building Manager to perform an inspection. Your security deposit cannot be refunded until the move out inspection is complete and signed by you.**

Forwarding Address:  
Phone Number:  

### Reason for Vacating:

- |                                                 |                                                                         |
|-------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Job relocation         | <input type="checkbox"/> Transfer to another unit in the same building  |
| <input type="checkbox"/> Require increased care | <input type="checkbox"/> Transfer to a unit in another Horizon building |
| <input type="checkbox"/> Financial reasons      | <input type="checkbox"/> Other (please specify): _____                  |

- By checking this box, I/we authorize and consent to the Landlord disclosing any and all information, including all personal information provided to the Landlord by me/us, pertaining to my/our tenancy and rental history to another Landlord or their agent for the purpose of providing a reference for a future tenancy agreement with another Landlord.**

### **Security Deposit Return**

The purpose of this memo is to remind the Tenant of what is required to receive an undiminished security deposit and interest on termination of tenancy.

On termination of tenancy, the Landlord will conduct an inspection of the premises with the Tenant in attendance. If the Tenant is unable to or decides not to participate in the aforementioned inspection, the Landlord will complete the inspection and subsequent report. Please contact the Landlord to make an appointment to be present during the move out inspection.

The premises, on termination of tenancy, should be presented in the same condition as accepted at the beginning of tenancy and as verified on the Accommodation Inspection report. Specifically, the Tenant shall:

- Clean windows and patio doors including sills, tracks and above the casings;
- Wash and clean walls; remove hooks, pins, etc. from walls;
- Wash and clean floors, baseboards and heating vents;
- Wash and clean all appliances thoroughly, inside and outside. The refrigerator should be defrosted if necessary;
- Wash the walls and floor behind the appliances. If you require assistance in moving appliances for cleaning, please see your Building Manager. If appliances are moved and damage occurs to the flooring, a repair charge may be levied.
- Wash and clean cupboards and drawers, inside and outside;
- Wash and clean the toilet, bathtub, sink and mirror, ensuring all scale buildup is removed;
- Carpet and window coverings are to be left in clean condition;
- Sweep and clean balcony;
- Clean all light fixtures and replace light bulbs as required.

If, after the move out inspection, work is required to return the premises to an acceptable condition, deductions will be made against the security deposit as required. Cleaning will be charged at \$25.00 per hour. Repairs will be charged at cost.

Thank you for your cooperation in this matter.