

Resident Notice to Vacate

Please be advised that I / we, _____, will be vacating
Name(s) on Tenancy Agreement

Unit # _____ at _____ as of the _____ of _____, 20____.
Building Name day month year

Date Resident signature

Date Resident signature

Reason for Vacating

- Relocating for work
- Change in financial situation
- Requiring increased care
- Transferring to a unit in same building
- Transferring to different Horizon building
- Other (please specify): _____

Office Use Only

Date Received:	Horizon Housing Staff Signature:
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Security Deposit Return

On termination of tenancy, the Landlord will conduct an inspection of the premises with the Resident in attendance. If the Resident is unable or decides not to participate in the aforementioned inspection, the Landlord will complete the inspection and subsequent report without the Resident in attendance.

Please schedule a time with your Resident Services Coordinator to perform a move-out inspection. Your security deposit will not be returned until the move-out inspection is complete.

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

- Clean windows and patio doors, including sills, tracks, and above the casings
- Clean walls, as well as remove hooks, pins, etc. from the walls
- Clean floors, baseboards, and heating vents
- Clean all appliances thoroughly, inside and out, and defrost the refrigerator if necessary
- Clean the walls and floors behind and under all appliances (if you require assistance to move appliances for cleaning, please speak to the Building Manager, as a repair charge may be levied if appliances cause damages while being moved)
- Clean all cupboards and drawers, inside and out
- Clean all toilets, bathtubs, sinks and mirrors, and ensure all scale build-up is removed
- Clean all light fixtures and replaces lightbulbs as required
- Leave carpet and window coverings in clean condition
- Sweep and clean the balcony

After the move-out inspection, if work is required to return the premises to an acceptable condition, deductions will be made against the security deposit as required. Repairs will be charged at cost.

Thank you for your cooperation in this matter.