

Qualico Properties – End of Tenancy

One Dr. David Friesen Drive Winnipeg, Manitoba R3X 0G8 Tel: (204) 233-4200

Dear Tenant(s),

We hereby confirm your notice to vacate suite _____. We will begin showing your suite to prospective tenants immediately. As per your Tenancy Agreement, the Landlord has the right of access to show the premises to prospective tenants at reasonable hours after notice to terminate the tenancy has been given. Unfortunately we are not always able to give 24 hour notice when showing suites to prospective tenants. The leasing office will phone your suite when the prospect arrives to advise you that your suite will be shown. If there is no answer the leasing office will commence showing your suite.

Viewing hours for leasing are as follows: Monday to Friday: 8:30 am – 5:00 pm (unless otherwise agreed upon)

Your suite will be easier to rent and assures the prompt refund of your full security deposit if it is kept in a clean and neat condition. We have prepared a cleaning list below, to help you plan your move.

*** Condition move-out reports are done by appointment only.**

Please ensure you make an appointment with the Leasing Office for your outgoing condition inspection. It is also imperative that you book elevator time (if applicable). You must be present at the time your condition report is completed and completely moved out of your suite, as we will require your keys at that time and a forwarding address. Non-attendance could result in the delay of processing refunds.

Please make arrangements with Canada Post to re-direct your mail as the Resident Manager does not take responsibility for re-directing mail. **You must leave your forwarding address with the Resident Manager in order to receive your security deposit.**

Utility Information

- **Tenants are responsible to ensure that all utility companies are advised of their move out date and their meter readings. This includes Manitoba Hydro, and The City of Winnipeg Water and Waste.**
- **The meter readings will be supplied by the Resident Manager and recorded on the condition move-out report.**
- **Any outstanding utility amounts owing will be deducted from the security deposit.**

MOVE OUT CLEANING LIST GUIDELINE

It is expected that your suite will be in good condition upon your move out, not including normal wear & tear. In order to assist you to be eligible for a full security deposit return, please use the following list below as a guideline:

WALLS – Must be clean of all scuff marks, and grease, wash if necessary, include all baseboards and doors.

GARBAGE – All garbage must be removed from the suite and storage unit. Please do not throw out large items such as sofa, mattress, dressers, etc. These need to be arranged to be hauled away.

STOVE – Clean inside and outside of the stove. Include burners, rings, drip pans, oven, broiler pan and racks. Pull out the stove and clean under and behind it.

REFRIGERATOR – Remove everything from the refrigerator. Clean and defrost it. Leave the appliance plugged in. Clean inside and outside including all racks, bins, and seals. Pull out the refrigerator and clean under and behind it.

WASHER/DRYER (if applicable) – Clean inside and outside of the appliances. Pull out the appliances and clean under and behind them. Be sure to include all lint traps.

DISHWASHER (if applicable) – Clean inside and outside of the dishwasher.

KITCHEN – Clean inside and outside the cupboards and drawers. Clean the top of the cupboards, the sink and light fixtures.

BATHROOM – The toilet, tub, basin and medicine cabinet, mirror and light fixtures must be scrubbed clean.

FLOORS – All floors must be swept and scrubbed clean.

CARPETS – Carpets are to be left in a clean condition. They must be professionally shampooed. The Resident Manager can have this arranged and charged to your account during your condition report.

HEAT REGISTERS – Vacuum and wipe all heat registers. Turn the setting to low.

WINDOWS – Clean inside and outside the windows, including the tracks between panes. Close and lock all windows.

AIR CONDITIONER (if applicable) – Clean filter and cover.

WINDOW COVERINGS (if applicable) – Vertical and/or Venetian blinds must be cleaned. Be careful not to damage the slats or vanes when cleaning as this may result in damage charges.

FIREPLACE – Clean out all ashes.

BALCONY/PATIO – Sweep.

MISCELLANEOUS – Clean all light fixtures, and switch plates. Replace all burnt or missing light bulbs.

FREQUENTLY ASSESSED CHARGES AGAINST SECURITY DEPOSIT

SUITE CLEANING: All charges assessed at a rate of \$45.00 per hour

GARBAGE/FURNITURE REMOVAL: All charges assessed at a rate of \$60.00 per hour

SUITE PAINTING/WALL REPAIR: All charges assessed at a rate of \$78.00 per hour

REPAIRS/REPLACEMENT CHARGES:

Cost of items for repair or replacement do not include labor charges unless otherwise stated.

There is a minimum charge of 1 hour (\$51.00 per hour) on replacement/repairs provided by our maintenance department. If a contracting company completes the repair, the charge for labor and materials are assessed by the contractor and billed accordingly.

Lock and Keys (price includes labor):

Suite lock change	\$75.00
Plus storage room	\$150.00
Building key	\$15.00
Mail box lock/key	\$35.00
Laundry card	\$20.00
Parking tag	\$30.00
Pool key	\$50.00
Specialty key – Medeco	\$100.00

Kitchen

Oven door glass broken	\$100.00
Appliance bulb (each)	\$3.00
Fridge crisper drawer (each)	\$120.00
Fridge shelf replacement (each)	\$115.00
Fridge bar replacement (each)	\$35.00
Kitchen light fixture	\$50.00
Stove temperature knob	\$18.00
Stove Drip pans – small	\$20.00
Stove Drip pans - large	\$25.00
Punctured evaporator	\$285.00
Cabinet door replacement	\$100.00
Drawer replacement	\$75.00
Kitchen countertop	\$115.00 /per lin.ft

Dining Room

Light fixture	\$80.00
Light bulbs (each)	\$ 5.00

Flooring

Shampoo Carpets

(Professionally Cleaned - receipts must be shown or charges will apply)

Bachelor/Jr. one bed	\$80.00
One Bedroom	\$110.00
Two Bedroom	\$130.00
Three Bedroom	\$150.00
Extra Dirty/Stained (additional charge)	\$100.00
For Stair cleaning, add \$20.00 per set of stairs	

Living Room

Patio screen door	\$150.00
A/C cover	\$75.00

Hallway

Smoke detector replacement:	
Hard wired smoke detector	\$100.00
Lithium battery smoke detector	\$40.00

Bedrooms

Closet door replacement	\$200.00
Re-install closet door on track	\$50.00
Bedroom screen	\$75.00
Bedroom door replacement	\$150.00

Bathrooms

Medicine cabinet replacement	\$180.00
Light fixture replacement	\$85.00 - \$120.00
Towel bar	\$25.00
Toilet paper holder	\$15.00
Toilet seat	\$15.00
Vanity countertop (per linear ft.)	\$115.00
Toilet replacement	\$250.00
Bathroom door replacement	\$150.00

Window Coverings/Vertical Replacement

Patio door/living room	\$290.00
Bedroom	\$140.00

Flooring Repairs & Replacement

Vinyl repairs	\$200.00 minimum
Carpet repairs	\$200.00 minimum
Carpet replacement	TBD
Vinyl replacement	TBD
Vinyl plank replacement	TBD

PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE