



VACATING TENANT CHECKLIST

Move-out arrangements to be made with Moose Jaw Housing Authority Office in Person.

Appointment Date and Time located on the Vacate Notice. Please contact our office @ 306-694-4055, if a change needs to be made to the scheduled move out inspection date and/or time. Changes are limited to availability.

Keys must be returned to Moose Jaw Housing Authority (or Caretaker, if applicable) before your Security Deposit can be processed. Non-return of keys will result in a charge.

Utilities must stay connected until last day of vacating month.

Carpets must be steam-cleaned. Arrangements can be made after move out for the carpets to be cleaned by MJHA Contractor. Prepayments may be required at the time of signing of the Vacate.

Change of Address

Please provide MJHA with a change of address on the Vacate Notice Form.
Please submit change of address to Post Office; **we will not forward any mail after vacate date.**

Cleaning Checklist:

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|--|--|--|
| <input type="checkbox"/> Wash walls including all doors, frames, baseboards and ceilings (if not textured) | <input type="checkbox"/> Kitchen Cleaned | <input type="checkbox"/> Basement cleaned (if applicable) |
| <input type="checkbox"/> Light Fixtures Cleaned | <input type="checkbox"/> Refrigerator (Defrosted, Washed Inside and Outside) | <input type="checkbox"/> Floor must be swept and washed |
| <input type="checkbox"/> Windows washed including sash, frame and screens | <input type="checkbox"/> Leave Refrigerator Plugged in and Doors Closed. | <input type="checkbox"/> Bathroom Cleaned |
| <input type="checkbox"/> Screens in place on windows and doors | <input type="checkbox"/> Countertops and Cupboards (Inside & Outside) Drawers are to be taken out and cleaned behind | <input type="checkbox"/> Tub, toilet, and basin |
| <input type="checkbox"/> Thermostat Left at Normal Temperature | <input type="checkbox"/> Range including burners, under burners, oven, drawer, and broiler racks, the range hood and its' filter must all be cleaned | <input type="checkbox"/> Vanity (Inside & Outside) Drawers are to be taken out and cleaned behind. |
| <input type="checkbox"/> All Carpets Vacuumed and Steam Cleaned | <input type="checkbox"/> All linoleum/hard floors vacuumed and washed | <input type="checkbox"/> Remove and wash all furnace vents and vacuum all furnace ducts |
| | | <input type="checkbox"/> Washer (if applicable) Run Bleach in empty cycle, wipe down the rubber seal and leave door open |
| | | <input type="checkbox"/> Dryer (if applicable) Clean out and wash lint trap |

SECURITY DEPOSIT (if applicable)

The move-out inspection with a caretaker must be completed and the appropriate form signed before the security deposit can be processed.
The security deposit refund cheque will be mailed to your forwarding address. If we do not have your forwarding address, we cannot mail any refund.

YARD CARE (if applicable)

The grass must be cut and the yard must be free of garbage, old furnishings and toys etc.
Any brown or dead grass needs to be reseeded. Grass seed is available at the office.
If MJHA cleans up the yard – charges will be applied according to the current service charges.

CHARGES FOR CLEANING & DAMAGES ETC.

Please refer to the current Moose Jaw Housing Authority Board approved service charges.

