

### **Checklist for Tenants staying:**

- **Private Bedroom:** Your room will not be inspected.
- **Shared Bedroom (both tenants staying):** Your room will not be inspected.
- **Shared Bedroom (1 tenant moving):** All areas of the room will be inspected. You do not need to pack up your personal stuff. There must be space in the closet & drawers for a new tenant to move in. It must be presentable. If cleaning needs to be done, then any charges incurred will be divided equally between the two of you.
- **Common Areas:** Tenants staying may keep personal items in the common areas. All areas will need to be deep cleaned and kept presentable for new tenants. There must be space in the cupboard & fridge for new tenants. If cleaning needs to be done, then any charges incurred will be divided equally among all tenants.
- **All cleaning is to be completed prior to inspections.**
- **Cleaning Charges:** If cleaning charges are incurred or there is a past balance on any unpaid utilities or previous cleaning/damage charges, they will be billed to your account, and these will need to be paid.
- **Transition Period:** During this time, cleaners, maintenance, and carpet cleaners may be coming in to complete any tasks needed. Carpets are cleaned once a year, usually in August but could also be done in May.

### **Checklist for tenants switching bedrooms within the same apartment:**

- **Bedroom:** Pack up your personal items in your bedroom and deep clean your room.
- **Inspection:** Your room **will be inspected**. A final inspection will be done after you switch bedrooms.
- **New Bedroom:** Sometime after inspections, cleaners will come in to clean the bedroom that you will be moving into. Once completed, you will be notified that it is ready for you to begin moving over. Our goal is to have it ready for you to switch by the evening of the day of inspections, the following day, or prior to inspections if the current tenant moves out early.
- **Old Bedroom:** Please be aware that the bedroom you are vacating will need to be ready for a new tenant to occupy. So please be available to switch rooms in a timely manner. A final inspection of the vacated bedroom will be done upon completion of switching.
- **Keys:** Keep all your keys until you are finished moving over. Once you are finished, go to the office during office hours to switch the bedroom keys. You will need to sign for your new key.
- **Common Areas:** Tenants staying may keep personal items in the common areas. All areas will need to be deep cleaned and kept presentable for new tenants. There must be space in the cupboard & fridge for new tenants. If cleaning needs to be done, then any charges incurred will be divided equally among all tenants.
- **All cleaning is to be completed prior to inspections.**
- **Cleaning Charges:** If cleaning charges are incurred or there is a past balance on any unpaid utilities or previous cleaning/damage charges, they will be billed to your account and these will need to be paid.
- **Transition Period:** During this time, cleaners, maintenance, and carpet cleaners may be coming in to complete any tasks needed. Carpets are cleaned once a year, usually in August but could also be done in May.

### **Checklist for tenants switching apartment:**

- **Personal Items:** Pack up all personal items, including items in the common areas, and put them in your bedroom. Deep clean bedroom and common areas prior to the inspection.
- **All cleaning is to be completed prior to inspections.**
- **Inspection:** Your room and all common areas will be inspected. A second & final inspection will be done after you switch apartments.
- **New Bedroom/Apartment:** After all inspections are completed, we will start cleaning in those apartments where we have tenants switching into. Once your bedroom and/or apartment is cleaned, you will be notified that it is ready for you to begin moving over. Our goal is to have it ready for you to switch by the evening of the day of inspections, the following day, or prior to inspections if possible.
- **Old Bedroom/Apartment:** Please be aware that the bedroom/apartment you are vacating will need to be ready for new tenants to occupy. So please be available to move in a timely manner. A final inspection of the vacated bedroom/apartment will be done when moving is completed.
- **Keys:** Keep all your keys until you are finished moving over. Once you are finished, go to the office during office hours to return old keys and pick up the new keys. You will need to sign for the new keys.
- **Cleaning Charges:** If cleaning charges are incurred or there is a past balance on any unpaid utilities or previous cleaning/damage charges, they will be billed to your account, and these will need to be paid.
- **Transition Period:** During this time, cleaners, maintenance, and carpet cleaners may be coming in your new apartment to complete any tasks needed. Carpets are cleaned once a year, usually in August but could also be done in May.