



**Forward Housing**

510, 1540 Northmount Drive NW  
Calgary, AB T2L 0G6

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

Tenant: \_\_\_\_\_

Suite & Building: \_\_\_\_\_

I would like to inform Forward Housing management that I am vacating my suite on \_\_\_\_\_, 20\_\_\_\_ at 12:00 noon. I am aware that I have to follow the checklist for suite clean up and complete an exit inspection prior to the return of my damage deposit.

I will set up an exit inspection with the TRP (Tenant Resource Person) of this building.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
(Signature)

Exit inspection and keys & FOB return:

Date: \_\_\_\_\_, 20\_\_\_\_

Time: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## **Move Out Checklist**

Please ensure the following is performed prior to your final move out inspection:

- All belongings and garbage must be removed and properly disposed.
- Defrost refrigerator, clean it inside and out and leave refrigerator running.
- Clean stove, top control panel, oven and racks, burner pans, drawer, and side panels.
- Wash cupboards, drawers, handles, counter tops, and closet shelves.
- Clean and disinfect bathtub, tiles, sink, toilet, and medicine cabinet.
- Wash walls, window ledges, heating vents, door jams and door handles with a damp cloth.
- Clean inside windows, mirrors and ceiling fan blades.
- Vacuum and wash all floors - including under fridge and stove.
- If moving out of **Carroll Place, Columbus Manor, or Columbus Place**, please leave the cable box, it belongs to Forward Housing. A failure to do so will result in a **\$50.00** deduction from your Security Deposit.

**Failing to leave your unit a clean condition will result in deductions from your security deposit.**

### **Note:**

1. If you have surplus furniture or anything other than basic household garbage, it must be disposed of at your own expense. No furniture or large items in BOBHA dumpsters.
2. Please be advised we may be showing your suite to prospective tenants prior to your move out date. You will receive **24-hour written notice** to enter your suite, should this need to occur.

**Thank You**