



DOMMMA

Ending Tenancy Checklist

SERVING NOTICE ON COMPLETED LEASES

- Written Notice** - Tenant must provide their landlord with written notice that they intend to leave their residence, including: Name, Address of Residence, Date Written, Date of Moving Out, Tenant Signature.
- Month-to-Month Lease** - Written notice one month in advance of leaving is required from the tenant.
- Fixed Term Lease Completed** - Written notice one month in advance of leaving is required from the tenant.

LEAVING A FIXED TERM LEASE EARLY

- Breaking Leases** - Tenants can provide written notice that they intend to leave their fixed term lease early, or 'break their lease'.
- Mutual Agreement to End Tenancy** - This document must be filled out, signed and kept by both Landlord and Tenant.
- Re-renting Costs** - The Tenant is responsible for reimbursing the landlord for any costs incurred while finding a new tenant, including advertising costs and lost rental income. The tenant is also required to be accommodating in showings of the unit.
- Lease Assignment** - A tenant is allowed to provide their landlord with a reasonable new tenant to assign their lease to for the remainder of the fixed term.

DAMAGE DEPOSITS

- Inspection Report** - Landlord and tenant must complete a Condition Inspection Report comparing the state of the unit from the Move-in Inspection. Any damages will be agreed as to who is responsible for payment.
 - Return of Damage Deposit** - Landlords are required to return the tenant's damage deposit plus interest within 15 days of the end of the tenancy or when tenant provides a forwarded address.
-

- ❑ **Losing Damage Deposit** - Landlords can keep a damage deposit only if they have received written approval from their tenant, if there is an outstanding dispute resolution officer's order that can be applied against the deposit or if the tenant has not provided a forwarding address within one year.

MOVING OUT

- **Cleaning Unit** - Tenants are expected to clean the unit prior to leaving. Including:
 - Carpets - Steam cleaning is required for any longer than 1 year tenancy.
 - Appliances - Cleaned inside, outside and beneath and behind.
 - Windows & Doors - Cleaned and tracks cleared.
 - Walls - Scuffs and finger-prints cleaned. Nail holes are based on tenancy agreement for hanging pictures.
 - Fireplace - Cleaned if used.
 - Light bulbs & Fuses - All bulbs and fuses should be working.
- **Abandoned Belongings** - Landlords are required to keep any items valued over \$500 for up to 60 days. Following this period, they are considered abandoned.
- **1PM** - Tenants must have left their unit by 1PM on the last day of their tenancy agreement.
- **Overholding** - A tenant who doesn't move out on the effective date of a notice to end tenancy is called an overholding tenant. In these situations, the landlord may apply for an Order of Possession to end the tenancy and money to cover expenses – like accommodation or storage costs for an incoming tenant.