

HARMONY COMMONS

Residence Move Out Checklist

Use this checklist for a successful move out!

MY NAME:

MY MOVE-OUT TIME:

Update my address

- ACORN
- Government; Driver's License; Health Card
- Bank
- Credit card
- Cell phone
- Family and friends
- Employer
- Subscriptions
- Charities and associations
- Online shopping accounts (Amazon)

Canada Post: Mail forwarding and Postal Box rentals --> www.canadapost-postescanada.ca

Our housemate move-out cleaning plan

Housemates must work together to prepare their unit. Speak to your Residence Advisor if you need support developing a shared housemate plan.

Our move-out dates: Housemate 1: _____ Housemate 3: _____
Housemate 2: _____ Housemate 4: _____

We made a plan together that reflects these move out dates.

Our housemate move-out cleaning plan

In all areas...

- Remove all personal items
- Remove all items from walls
- Remove all waste and debris
- Vacuum or sweep all floors
- Mop all hard surface floors
- Wipe down all surfaces
- Reset all furniture to its original location
- Double-check for items and waste in drawers and cupboards, under furniture, in the mini fridge, and in storage areas





In my bedroom...

- **Closet:** Remove all items and hangers; Empty and wipe out drawers and surfaces
- **Bed:** Remove bedding, check under mattress and bed, check drawers
- **Desk, bookshelf, nightstand:** Remove all items, empty and wipe out drawers. Wipe down desktop
- **Chair:** Return provided desk chair to your room, if applicable

In the bathroom...

- **Sink:** Clean thoroughly; Wipe down the countertop
- **Toilet:** Clean thoroughly
- **Shower:** Clean thoroughly
- **Cupboards:** Remove all items, wipe out the cupboards

Waste removal

Remove all waste from the entire unit.
Tie up in bags and bring to garbage room on your floor



Return your keys

Obtain an *Express Check Out* envelope

Available in your laundry room, your lounge, or the Harmony Commons desk

Do a final check of the entire unit

Ensure all items on this check list have been completed, or there is a plan with your housemates to ensure everything will be completed.

Lock your bedroom door!

Important!

Fill out the envelope and submit your keys.

Place keys in the envelope and submit to the Harmony Commons desk or after-hours drop box

