



Move-Out Checklist

This form must be signed and returned to the Co-op office.

- Key Return** Once you have completely moved out of your unit, ALL KEYS to your unit and the building MUST BE RETURNED to the co-op office. If keys are not received within 24 hours after you move out, a charge of \$100 per common area key is applicable.
Keys can be left in the co-op office mail slot or delivered in person.

- Forwarding Address** In order for the co-op can forward any mail received after your move or your maintenance deposit, kindly leave a forwarding address with the co-op office.

- Damage** Any damage must be inspected by the maintenance staff, supported by a work order, assessed by maintenance staff and repairs carried out by staff or approved qualified tradesperson.

- Fixtures** Reinstall light fixtures, showerheads and switch plates to the original fixtures.

- Floors** Wash all tile floors and sweep and damp mop wood floors.

- Lights** All lights must be in working order, including those in the fridge/stove. Clean light shades.

- Walls/Doors** Remove pictures, mirrors, corkboards, wallpaper, hooks, plugs and nails. Fill any holes with Polyfil© and sand until smooth and even with the wall surface. Textured walls must be sanded and primed.

If you have used a deep-based paint, refer to your "*Paint Policy Exemption*" agreement for details.

- Windows** Clean windows and remove debris from tracks.

- Bathroom** Disinfect and clean.

- Kitchen** Clean cupboards (inside and outside).
Clean stovetop burners and oven.
Clean and leave broiler pan in stove drawer.
Clean refrigerator and leave turned on (ice cub trays in freezer).
Clean behind stove and fridge.

- Balcony** Clean and remove all items.

PLEASE LEAVE CO-OP BY-LAWS (GREEN BINDER) IN THE FRONT HALLWAY CLOSETS.

Please note that the condition of your unit is assessed on the first working day after you move.

If your unit is not in a condition acceptable to the Co-op, the cleaning of your unit is billed to you at a cost of \$20.00 per hour and deducted from your maintenance deposit.

DECLARATION

I have read the above and understand what is required of me.

Member signature: _____

Date _____

Member signature: _____

Date _____

Co-op Representative: _____

Date _____



The Elevator

In order to book the elevator for your move, you must either phone or submit a written request to the co-op office at least 14 days prior to your choice move date. Elevators are booked on a first come first serve basis.

Your move has been booked for _____

The elevator will be put on service between the hours of _____am/pm and _____am/pm.

1. Moves must be completed in the agreed time frame (as noted above). No moving is allowed to take place before 9:00 am or after 4:00 p.m. There is a **three (3) hour limit on the elevator**.
2. For safety and security reasons, all moving must take place through the service entrance located at the back of 85 Bleeker Street. Under no circumstances can any moving occur through the main entrance of 85 Bleeker Street.

Residence of 101 Bleeker, your moving vehicle is to be parked in the designated area between Bleeker and Fieldstone Co-operatives.

3. The elevator is not put on service for you until you contact the on-call or maintenance team at (416) 707-1148. **Mobile bins and trolleys are available** for your moving convenience - let maintenance know what you require in a day or two in advance of your move.
4. After your move is complete, please call (416) 707-1148 and leave a message indicating that the elevator can be taken off service.
5. ***You are liable for the cost of repairing common area damage that you may cause during your move.***