



Southport
25 Centenaire Drive
Southport, MB R0H 1N1

Tel: (204) 428-6030
Toll Free: 1-800-558-4680
Fax: (204)428-6036

Web site: www.southport.ca
E-mail: propertymanagement@southport.ca

NOTICE TO VACATE - TENANT

Tenant(s)

Last Name:	First Name and Initial:
Last Name:	First Name and Initial:
Unit Address:	
Telephone (home):	Telephone (Business):

Note

I/we are giving notice to vacate the address indicated above.

I/we understand that:

- As per the Tenancy Agreement, a Tenant is required to give a 60 day written notice to be effective upon the last day of the month and may be subject to an Administration Fee. (Note: this amounts to two full rental periods)
- I/we are responsible for the rent and utilities of this unit up until the end of the 60 day notice period. Southport reserves the right to deduct any unpaid utility bill from the Tenant's Security Deposit. An administrative fee of \$40.00 will be charged by Southport if the Manitoba Hydro account is cancelled by the Tenant prior to the Vacate Date.
- The landlord will have the right to show your unit to prospective tenants when vacating notice is given.
- All keys must be returned to the Property Management Department via an outgoing condition report.
- Prior to vacating the unit, Tenant(s) MUST schedule an appointment with Southport Property Management personnel. Call 428-6032 to schedule an Outgoing Condition Report.

Vacate Date (must be 2 full rental periods):

Actual Moving Date: (If different from vacate date above):

Reason for Vacating:

Forwarding Address:

Tenant Signature

Date

Tenant Signature

Date

I hereby give permission that anything left at the rental premises as of the vacate date is no longer wanted and can be disposed of, any charges may be billed back to my account.

PRIVACY POLICY: Southport Aerospace Centre Inc. (Southport) must collect certain personal information in order to process your Residential application form. Southport only collects that information required in order to process your application for residential housing, including your previous address, character references, employer and income information, credit references, the names of all occupants to be resident in the premises, and an emergency contact. The personal information provided to Southport will only be used for the purposes for which it was collected, and will only be disclosed with your consent, or where permitted or required to do so by law. A complete copy of Southport's Privacy Policy is available upon request, or on our website at www.southport.ca.

OFFICE USE ONLY

Vacating Guidelines & Notice to Vacate copy Given to Tenant:



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VACATING GUIDELINES

Vacating Guidelines

Prior to vacating your unit, tenant(s) MUST schedule an appointment with Southport Property Management personnel. Call 428-6037 to schedule an Outgoing Condition Report.

- All keys are to be returned to the Property Management Department by way of a move out inspection.
- Manitoba Hydro/Gas are to be changed on vacate date as indicated on the Notice to Vacate form.
- The tenant is responsible to ensure that the unit is cleaned to a standard acceptable to the landlord prior to vacating the unit. Acceptable standards are thus:

Exterior:

- Grass to be mowed and yard debris free (seasonal).
- Snow to be cleared from drive and walkways (seasonal).
- All debris and garbage to be properly bagged and placed at the end of the driveway.
- Garage to be emptied and swept.
- Recycling boxes to be cleaned and placed in garage.
- Pet yard cleanup and restoration may be charged to your rental account if not completed.

Interior:

- All walls and the areas behind and beneath the fridge and stove are to be washed (wallpaper and borders must be removed).
- Please do not patch nail or anchor holes.
- The interior and exterior of the fridge is to be cleaned (do not unplug fridge).
- The stove is to be cleaned (including burner pans, oven, drawer, racks and outer area).
- All light fixtures are to be washed and left with working bulbs that match the fixture.
- All cupboards (including the top), drawers, shelves and closets should be clear of debris and washed.
- Windows are to be cleaned, and sills dirt free.
- Heat registers, vents and fans are to be free of dirt and dust.
- Bathroom tub, sink, toilet, shower tiles/wrap and bathroom cabinets are to be cleaned appropriately (drain plugs present).
- Furnace and hot water tank are to be dust free, and the furnace filter replaced.
- All floors and baseboards are to be swept or vacuumed and washed.
- All keys present and functional (2 sets).

The unit is to be cleaned thoroughly. A report of the move out condition report is kept on file. Cleaning deficiencies, damages and garbage removal will be charged to your rental account at move-out along with your final water bill.



Guidelines of Cost When Vacating	Prices
Administration Fee for Short Lease	\$75.00
Grass Cutting at Move out	\$40.00
Yard Clean up after Pets (damages not included)	\$40.00
Snow Clearing at Move out—Driveway	\$30.00
Snow Clearing at Move out—Sidewalks	\$30.00
Unreturned Recycling bins—each	\$10.00
Removal of large items for disposal—each (mattress, etc)	\$15.00
Screen repair—per screen	\$10.00
Unreturned keys—per key	\$5.00
Wall repairs 1'x1' = 30.00 (\$30.00 per sq ft)	\$30.00
Burnt light bulbs—each	\$2.00
Fridge/Freezer cleaning (interior & exterior)	\$30.00
Stove/Oven cleaning (interior & exterior)	\$40.00
Light fixture cleaning—each	\$5.00
Window cleaning—each	\$5.00
Garage Sweeping	\$15.00
Walls and floors cleaned behind fridge & stove	\$10.00
Kitchen cupboards including the top	\$40.00
All other cupboards – each	\$5.00
Bathtub & shower	\$20.00
Toilet & surrounding areas (floor/walls)	\$20.00
Bathroom sink, mirrors & cupboard	\$10.00
Floors & baseboards—swept or vacuumed & washed	\$50.00
Furnace Filter replacement	\$10.00
Dusting of Utility room appliances (HWT, Furnace)	\$10.00
Garbage removal—per bag	\$5.00
Removal of Fridge or Freezer—each	\$40.00

Prices are approximate and subject to change, depending on condition.