



**Southport**  
30 Centenaire Drive  
Southport, MB R0H 1N1

**Tel:** (204) 428-6030  
**Toll Free:** 1-800-558-4680  
**Web site:** [www.southport.ca](http://www.southport.ca)  
**E-mail:** [propertymanagement@southport.ca](mailto:propertymanagement@southport.ca)

## TENANT TRANSFER REQUEST

Last Name:	First Name:
Last Name:	First Name:
Unit Address:	
Telephone (home):	Telephone (Business):
No. of Bedrooms:	No. of Occupants:

### Reason for Transfer Request


### Preferred Location or Address for Transfer

Address or location:	
No. of Bedrooms Requested:	No. of Occupants for New Address:

### Note

- Southport is under no obligation to grant transfers.
- A transfer request will not be considered if you have or have had rental or utility arrears and if there are any concerns about the condition of your present accommodation.
- A transfer fee of \$75.00 may be applied.
- Permission is granted to enter the present unit if you are not home, solely for the purpose of inspection.
- A security deposit will be required once the transfer has been approved.
- The landlord will have the right to show your unit to prospective tenants once you have accepted another unit.

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_

Date \_\_\_\_\_

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](http://www.southport.ca).

### OFFICE USE ONLY

Approved By:	Date:
New Transfer Address:	Transfer Date:
Vacating Guidelines given to Tenant:	Security Deposit Paid:



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## VACATING GUIDELINES

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**Prior to vacating your unit, tenant(s) MUST schedule an appointment with Southport Property Management personnel. Call 204-428-6037 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.**



<b>Guidelines of Cost When Vacating</b>	<b>Prices</b>
Grass Cutting at Move out	\$75.00
Yard Clean up after Pets (damages not included)	\$60.00
Snow Clearing at Move out—Driveway	\$75.00
Snow Clearing at Move out—Sidewalks	\$75.00
Unreturned Recycling bins—each	\$20.00
Removal of large items for disposal—each (mattress, etc)	\$25.00
Screen repair—per screen	\$25.00
Unreturned keys—per key	\$10.00
Wall repairs 1'x1' = \$50.00 (\$50.00 per sq ft)	\$50.00
Burnt light bulbs—each	\$5.00
Fridge/Freezer cleaning (interior & exterior)	\$65.00
Stove/Oven cleaning (interior & exterior)	\$65.00
Light fixture cleaning—each	\$15.00
Window cleaning—each	\$15.00
Garage Sweeping	\$30.00
Walls and floors cleaned behind fridge & stove	\$30.00
Kitchen cupboards including the top	\$65.00
All other cupboards – each	\$10.00
Bathtub & shower	\$30.00
Toilet & surrounding areas (floor/walls)	\$30.00
Bathroom sink, mirrors & cupboard	\$20.00
Floors & baseboards—swept or vacuumed & washed	\$75.00
Furnace Filter replacement	\$20.00
Dusting of Utility room appliances (HWT, Furnace)	\$25.00
Garbage removal—per bag	\$10.00
Removal of Fridge or Freezer—each	\$65.00

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