

VACATING NOTICE TO LANDLORD

c/o Locke Property Management Ltd.
(Landlord's Agent)
528 Main St., Penticton, BC V2A 5C7
Phone 492-0346

I am terminating my rental agreement and vacating the dwelling I occupy at:

(ADDRESS) _____

on the ____ day of _____ 201__ . I understand that this date must conform with Section 45 of the Residential Tenancy Act requiring the Tenant(s) to give the Landlord (Landlord's Agent) a minimum of one months notice to vacate,(a rental month is considered to be a calendar month regardless of the date you actually moved in and a vacate notice must be given prior to the beginning of the last month you intend to occupy).

I have read and understand the attached vacating procedures and more specifically as they apply to my final utility accounts. I understand that I am responsible for the dwelling including garden maintenance and utilities and for payment of rent to the last day of the final month of my tenancy contract ("rental term") regardless of the day I actually move out.

I further understand that my failure to leave the utilities connected until the end of the "rental term" may result in additional charges being assessed against my security deposit.

Telephone No.: (Home) _____ (Business) _____

Forwarding Address: _____

Reason for Vacating: _____

Dated this _____ day of _____ 201__.

Signature of Tenant(s)

Signature of Tenant(s)

Print Name of Tenant(s)

Print Name of Tenant(s)

I authorize the Landlord's Agent to enter my dwelling in my absence for the purpose of showing the dwelling to prospective Tenant(s) recognizing that reasonable attempts will be made to contact me prior to showing of my unit

Tenant's Signature

Tenant's Signature

I intend to vacate the dwelling prior to the end of the "rental term" and would like to receive a refund of rent paid if the Landlord's Agent is able to re-rent the dwelling prior to the end of the "rental term". I hereby authorize the Landlord's Agent to re-rent the dwelling as soon as possible after _____, and if re-rented prior to the end of rental term
(Date of actual moving out)

I understand that the Landlord's Agent will refund any rent paid to the end of the rental term. I understand that this authority does not obligate the Landlord's Agent to re-rent the dwelling. In the event that the dwelling is re-rented prior to the end of the "rental term" the Landlord's Agent shall notify me so that I may finalize my utility accounts.

VACATING PROCEDURE REGARDING RETURN OF SECURITY DEPOSIT

*** IMPORTANT ***

AS THE RESIDENTIAL TENANCY ACT ONLY ALLOWS 14 DAYS FOR FINALIZATION OF YOUR SECURITY DEPOSIT YOU MUST ACT QUICKLY AND FOLLOW THESE DIRECTIONS EXACTLY TO HELP US PROCESS YOUR SECURITY DEPOSIT ON TIME.

YOU MUST IMMEDIATELY GO TO CITY HALL AND REQUEST THAT YOUR UTILITY(S) BE TURNED OFF ON THE LAST DAY OF THE FINAL MONTH OF YOUR RENTAL CONTRACT ("RENTAL TERM"). You must ask to have a FINAL ACCOUNT prepared MANUALLY! Please note that the City requires 3 business days to provide a manual account. You are responsible for utilities to the end of the final month that you live in the dwelling regardless of the date you actually move out. Failure to leave the utilities on until the last day of the month may result in extra charges being assessed against your security deposit.

When paying the FINAL ACCOUNT tell the clerk at City Hall that it is for a security deposit refund **AND HAVE THEM STAMP IT PAID AND MARK METHOD OF PAYMENT (CASH OR CHEQUE) ON RECEIPT.** We can not release your security deposit until we are assured your cheque has cleared, so you are advised to pay in cash. Deliver your receipt to the Landlord's Agent. All keys must be returned. To insure the return of the security deposit, the suite must be inspected by the Landlord's Agent. **ONLY after these procedures have been completed, can your security deposit be processed..**

CLEANING SUITE PRIOR TO VACATING - THESE ARE MINIMUM STANDARDS!

KITCHEN

- 1) Clean and wash all cupboards inside and out, top and bottom.
- 2) Clean the stove, removing rings, drip pans and elements. Clean the oven including rack, broiler pans, shelves and the drawers. Clean under the range hood.
- 3) The refrigerator must be defrosted; all parts cleaned and then turned down to the "low" setting.
- 4) The walls and floors must be washed, moving both stove and refrigerator in order to clean behind them.
- 5) Clean the sink, taps and counter tops.

BATHROOM

- 1) Clean the tub, toilet and washbasin. Polish all taps.
- 2) Clean the medicine cabinet, clean mirrors.
- 3) Wash the walls and the floor.
- 4) Clean the tile around the tub.

GENERAL LIVING AREA

- 1) Dust or clean as necessary all shelves.
- 2) Walls must be cleaned and all marks removed.
- 3) Window ledges and crevices must be cleaned. Windows must have been cleaned within the last six months.
- 4) Sweep patios and clean patio doors inside and out.
- 5) Carpets must be professionally shampooed (as per Tenancy Agreement) and receipt supplied.
- 6) Mirrors and light fixtures must be cleaned.
- 7) Check all light bulbs throughout the residence and replace them if they are not operating.
- 8) Storage rooms and closets must be cleaned including the walls.
- 9) Remove all articles and garbage from the suite and remove anything that doesn't fit in the garbage cans.

IF ANY OF THE ABOVE CLEANING IS NOT COMPLETED SATISFACTORILY, THEN THE LANDLORD WILL HAVE IT DONE AT YOUR EXPENSE.