

# Clearwater Housing Co-op.

Clearwater Housing Co-operative Inc. #219-32550 MacLure Rd. Abbotsford, B.C. V2T 4N3  
604-859-7429

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This is to confirm that the Co-operative has received your notice on \_\_\_\_\_ to Vacate unit # \_\_\_\_\_ effective \_\_\_\_\_.

Your unit will receive an initial inspection 30 days prior to move-out. A final inspection will take place prior to 12 noon on the day of move-out. All agreements between vacating member and incoming member are subject to the policies of Clearwater Housing Co-operative and shall be agreed on in writing.

## **MOVE OUT STANDARDS**

### **Before Move-out:**

Name: \_\_\_\_\_ Unit# \_\_\_\_\_

It is the responsibility of each Co-op member to ensure that their unit is clean and in excellent condition when they move out. The following cleaning list has been compiled to help you. If these standards have not been met to the satisfaction of the Inspection Committee, all repairs and/or cleaning will be done by the Co-op and the cost will be deducted from the outgoing members' share purchase. Please contact the Maintenance Committee if you find a problem you cannot handle.

### **Kitchen**

- Fridge ..... - defrost and wash inside and out, then turn on low.  
clean floor underneath and leave fridge pulled out.
- Stove ..... - **switch off breaker before cleaning.**  
drip pans cleaned and clean panel under drip pans.  
wash outside of stove.
- Oven..... - clean all surfaces including top inside, racks, broiler  
Pan, etc. Must be cleaned with oven cleaner and metal  
scrubby if necessary. Rinse with vinegar and water  
solution to remove white film. Oven drawer must be  
cleaned.
- Hood/Fan ..... - screen washed, grease removed from hood and fan  
(T.S.P. works best).
- Cupboard..... - washed inside and out including drawers and  
breadboard.
- Floor ..... - washed thoroughly.
- Kitchen Sink..... - clean sink and stoppers with bleach.

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**MOVE OUT STANDARDS- CTD.**

**BATHROOMS**

- Toilets..... - must be **CLEAN** and disinfected.  
Check for dirt between lid and toilet seat.
- Sink/Tub/Surround etc..... - cleaned with disinfectant.  
If tub needs regrouting, please notify  
Maintenance Committee so we can arrange to  
Have it done as soon as possible.
- Floor..... - cleaned with disinfectant solution (1 part  
Bleach to 20 parts water) or Mr. Clean, Spic  
N'Span, etc.
- Vanity ..... - washed inside and out including drawer.  
Key for drawer left in bathroom, if available.
- Mirror ..... - cleaned and polished.

**Washer & Dryer**

- Washer ..... - cleaned thoroughly outside. Lint trap cleaned.  
top rim of tub cleaned.  
clean floor underneath.
- Dryer ..... - cleaned outside. Lint trap left clean.  
clean floor underneath  
leave both pulled out.

**STORAGE**

- Inside..... - left clean. Marks on walls removed.  
floor washed.
- Outside ..... - cleaned and swept.

**GENERAL**

- Walls ..... - See attached Move-out Responsibilities.
- Carpets..... - must be professionally steamed cleaned.  
Receipt for steam cleaning must be given to  
Inspection Committee at final inspection.
- Light Fixtures ..... - dusted and washed. Faulty bulbs replaced.
- Windows..... - all windows washed on inside and ground level  
windows washed on outside as well. Window  
frame and sills cleaned including slide track.
- Fireplace ..... - glass doors cleaned and in working order.
- Ceiling Hooks..... - must be left in ceiling.
- Back/Front Yard ..... - left clean and in good order.

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**SHARE REFUND** ..... - when you have completely vacated your unit, Inspection will be done by the Inspection Committee. Should your unit not meet the Co-op Standards (i.e., Painting poorly done, or carpets not clean, etc.,) the necessary cleaning and repairs will be done, and the cost deducted from your share purchase.

**UNIT BINDER**..... - leave unit binder in the cupboard above the fridge. If the binder is missing a replacement fee of \$75.00 will be levied.