

Scheduling Move –Out Condition Inspection



Building Name: _____

Tenant: _____ **Suite:** _____

Dear Tenant(s):

We have received your notice to vacate and wish you all the best in your new home. In order to assist you with your 'move-out', please complete and return this form to your Building Manager.

We require the date and time the keys will be returned and the suite inspection is made.

All keys, fobs, tags and other items such as laundry cards, must be returned no later than 1.00 pm on the last date of the month.

On the day your keys are turned in, the Building Manager will perform a condition inspection with you in the premises. Before the inspection takes place, the premises must be completely cleaned and emptied of all possessions and garbage.

Please note: Old furniture and personal belongings are not permitted to be left on the premises and are to be taken to the Vancouver South Transfer Station, 377 West Kent Avenue North, in Vancouver.

Thank you!

Key Return and Condition Inspection

(Please check with the Building Manager for available dates and times, as there is usually more than one 'move-out' at the end of the month.)

Inspection Date: _____

Time: _____

Date and Tenant(s) Signature _____

(Internal use)

Notice received by: _____ Date received: _____