



'WELCOME HOME!'

*Not just a good place,
... a great place to call home.*



MOVING IN & OUT CHECKLIST

*This is provided as a **Notification Guide** to ensure a **smooth transition** of services and mail for you as a **new or vacating tenant**.*

Before You Move

Change to new rental address
Tenant Insurance Current

Utilities & Service

- telephone
- electricity
- water
- gas
- T.V./cable
- garbage(as applicable)

Professional Services

- doctor
- dentist
- pharmacy

Insurance Agencies

Established Business Accounts

- banks
- credit cards

Gov't & Public Offices

- post office/mailbox keys
- income tax
- driver's license
- schools

Publications

- newspaper
- magazines

Move-In

Record meter readings -
Notify Utilities Companies

Utilities & Service

- telephone
- electricity
- water
- gas
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- garbage(as applicable)

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- doctor
- dentist
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Move-Out

Remove your name from rental
address

Utilities & Service

1. Meters read & utilities cancelled
2. Keys & garage door opener returned
3. Tenant Handbook returned
4. Notify Landlord of 'closing date of account'

- telephone
- electricity
- water
- gas
- T.V./ Cable
- garbage(as applicable)

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Ensure Landlord has **FORWARDING MAILING ADDRESS** for expedient return of security deposit, etc.

Landlord will not be responsible for forwarding mail due to tenant relocation.
Canada Post has a mail-forwarding program for minimal cost.