

1 Month before Move-Out:

- Check your signed rental agreement for any information of expiration date and procedures for terminating rentals
 - Book the movers or make plans with your move-out helpers
 - Verify balances due on miscellaneous charges (eg. Outstanding rent charges, etc.)
 - Decide what you want to take, what you want to throw out, and what you want to donate to charity or sell
 - Start using up frozen food and staples. Don't buy any more than is necessary before moving
 - Arrange for important school, medical, financial, and legal records to be transferred

3 Weeks before Move-Out:

- Send change of address information** to the post office and other businesses, friends, etc.
 - Go to www.canadapost.ca to change your address online & to send an eNotice to friends & family
 - **Make sure to notify Community Housing, Registrar's office, Financial Services (if applicable) of forwarding address**
- Tenants are responsible for remedying any damages prior to their move-out date. The repair must meet the satisfaction of Community Housing. If the tenant fails to remedy the damage, the tenant will be invoiced for the costs associated with the repair.

2 Weeks before Move-Out:

- If applicable, start planning to disconnect utilities, phone and cable
- Start packing non-essential items

1 Week before Move-Out:

- Finish packing suitcases and basic essentials
- Change phone number and send new number to family, friends, etc.

Packing Day/Cleaning Day:

- As you pack, clean the rooms, shelves, appliances, & cupboards or clean on Move-Out day; refer to the cleaning checklist on the previous page
- Identify fragile and valuable items, items you are

Move-Out Day:

- Do a final check for overlooked items
- Return keys and laundry cards as a package to Community Housing and make sure to pass along your forwarding address