

Move Out Information

After we have received your non-renewal notice advising us that you will be vacating your dwelling it is imperative that you take note of the following information.

Please be advised that we will be conducting inspection of your dwelling shortly of which you will be advised in advance. Visitations of your dwelling will begin immediately. Please contact the office if there is a day or time that is inconvenient for you to have us show your apartment. Our aim is to rent your apartment as quickly as possible to avoid having to bother you in the future. Your janitor will contact you for all additional visits that will be required. In addition, we ask you that you take note of the following information regarding your move-out:

- * You must keep your apartment clean until the end of your lease term so that the administration can rent your apartment

- * You must advise Hydro Quebec to cancel your account for this apartment as of your move out date (regardless of the day that you move out, you are responsible for the HQ until the last day of your lease)

- * Please ensure that we have a valid phone number and email address with which we can communicate with you.

- * You must advise the janitors of your exact move-out date so that they can reserve and elevator for you.

- * Return the apartment to the conditions that you were given it (painted wall ect.).

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- * Following the inspection of your apartment, if general wear and tear has been noted, we will be conducting minor repairs

- * When you move-out you must leave the apartment in a clean and presentable condition.

- * It is your responsibility to make arrangements to forward your mail. You will not be allowed to access your mailbox after your departure.

- * You must return all copies of your keys (apt, mailbox ect)

- * Once you've moved-out completely must make an appointment at the office in order to obtain your key tag refund (48 hour notice is requires) at 514-288-7752 X 223 or keytag@cifproperties.com.

- * Please remember that you and your guarantor are responsible financially and legally for your apartment until the last day of your lease, despite that day of your move-out.

- * If you intend to sublet your lease for the remainder of your lease term please contact the administration 514-288-7752 X 223 lease@cifproperties.com) to find out more information