

Armour Management looks forward to making sure your move out process is as smooth as possible. Follow these simple instructions to ensure a simple move out process and return of your full damage deposit.

1. Be sure to schedule a final walkthrough of your apartment with your caretaker. Failure to do this will result in an inspection without you present, and may result in additional charges.
2. Turn in all of your keys, fobs, and laundry cards.
3. Clean stove and oven completely (including behind and under).
4. Defrost freezer if needed and do a thorough cleaning of the fridge and freezer (including behind and under).
5. Wash all shelves, cupboards, and closets thoroughly.
6. If there are spots on your walls, wash them off.
7. Clean the bathroom and all fixtures completely.
8. Wash baseboards and door jams throughout the apartment.
9. Wash the floors throughout the entire apartment. If you have carpet, you must have the carpets cleaned and provide the receipt upon move out.
10. If sinks or tubs are used while cleaning, ensure you clean them when you are done.
11. Wash all windows, blinds, and window ledges.
12. Clean/wash all light fixtures. Ensure all light bulbs are in working order – failure to replace burnt out light bulbs will result in charges.
13. Don't leave any garbage or items behind. If you leave items behind you will be charged for the removal of these items.
14. Call in the final water meter reading and Manitoba Hydro reading. This must be done right after you hand in the keys. Ensure you arrange for your Shaw/Bell MTS services to be cancelled as well.

**It is important to follow these instructions to ensure return of your damage deposit. If you have damages in your apartment, please make arrangements with Armour Management prior to moving out to have these repaired.**

### **Helpful Numbers**

<b>Manitoba Hydro</b>	<b>(204) 480-5900</b>	<a href="mailto:customerservice@hydro.mb.ca">customerservice@hydro.mb.ca</a>
<b>Winnipeg Water &amp; Waste</b>	<b>(204) 986-2455</b>	<a href="mailto:utilitybill@winnipeg.ca">utilitybill@winnipeg.ca</a>
<b>Shaw Cable</b>	<b>(204) 480-7429</b>	<a href="http://www.shaw.ca">www.shaw.ca</a>
<b>Bell MTS</b>	<b>(204) 225-5687</b>	<a href="http://www.bellmts.ca">www.bellmts.ca</a>