

# Move-in/out process

## Check List

After you saw the rental unit and decided to proceed with the tenancy, the following steps/procedure must be taken:

- Submit Last Month Rent AND Security Deposit (Damage, Garbage, Cleaning) to Landlord - to reserve your room/unit/house—Security Deposit is NOT refundable, see the Tenancy Agreement for details
  - When: the same day you want to reserve your spot
- Tenancy Package – see the Tenancy Agreement for details (full package is mandatory, partial component will not be accepted)
  - When: not later than 15 days after placing above mentioned Last Month Rent and Security Deposit
  - Tenancy Package contains the following:
    - fully filled out and signed Tenancy Agreement by both the Tenant and the Guarantor
    - minimum of 11 post-dated cheques
    - clearly visible copy of Guarantor’s Driver Licence – both sides (to validate the information on the Tenancy Agreement)
- Call Utility Companies to order/transfer utilities to your name as of the first day of your tenancy
  - When: at the time of signing your Tenancy Agreement (this can be done months before move-in date)
  - For Utility Companies Phones Number go to [www.waterloostudentrooms.com/forms](http://www.waterloostudentrooms.com/forms)
- Follow up with the Landlord to organize the key(s) pick up
  - When: one week before the start of the tenancy
- Report to Landlord any and all deficiencies found in the rental unit
  - not later than 7 days after the Tenancy start date (deficiencies after that time will be Tenant's responsibility)
- Send the Notice to Landlord regardless if you are planning to either stay for another school year or you are planning to leave at the end of your tenancy term
  - this notice is to be sent to Landlord no later than November 1<sup>st</sup> for the following school year
- Clean your room and all the common areas (don’t forget common areas are common responsibility), take ALL the furniture AND garbage out to the curb, clean the lawn from garbage and return the key(s) to the landlord
  - When: at the time of moving out
  - the Landlord will perform the final walkthrough to check the rental unit for:
    - damages
    - garbage
    - furniture
    - cleanliness
    - keys, etc.