

MOVE-OUT CHECKLIST

When you have decided to move out of your accommodation there are specific steps in place that a tenant must follow.

Provide adequate written notice

- Refer to the tenancy agreement to determine how much notice is required. Usually, 30 to 60 days notice will be required of a tenant before vacating the rental.
- It is important to give notice on time because if notice is served late, it will be effective at a later date.

A notice to terminate a tenancy must:

- Be in writing
- Be signed by the person giving notice, or the person's agent
- State the date on which the tenancy is to terminate

Utility Transfer

- Transfer your utilities and internet by contacting your provider, if necessary to avoid service delays.

Mail forward

- Set up mail forwarding with Canada Post at <https://canadapost.ca/mail-forwarding> to your new address, or discuss with your landlord if they'd be willing to hold your mail for pick-up.

Clean and move possessions out of the space

- It is mandatory for landlords and tenants to complete a move-in and move-out inspection report. The report describes the condition upon moving into the rental premises and again when the tenant has moved out.
- Leaving the premises in a similar condition to when the tenant moved in is important to get the security deposit back in full.

Tenants have the right to get their deposit back in full, with any interest owing, as long as:

- There are no damages beyond normal wear and tear (meaning the deterioration that takes place over time from the use of the residential premises, even when the tenant provides reasonable care and maintenance)
- There are no outstanding costs or owing rent
- The rental premise has been cleaned properly (as stated by the tenancy agreement)



Please contact the University of Calgary Students' Union office if you have any questions or need further support:
403-220-6551 reception@su.ucalgary.ca