

Your Name
Your Address
P7A 5B1

Tenants Name
tenant address
Thunder Bay, On.
P7A 2X6

Today's date

Hi

I have received notification of your intent to vacate your rental unit and have prepared this letter to let you know about the move out procedures and your responsibility upon vacating the unit.

Before I can sign a lease with new tenant, I will need your official notice to terminate the tenancy. I have attached the required form (N9) from the landlord tenant board. Please complete this and email it or leave it on the counter for one of the showings.

I have also attached a departing tenant questionnaire that is used to improve the property and services I provide. I really value your feedback and hope that you can provide some good insight to help improve the experience of future occupants. Thanks in advance for taking a minute to complete this, I truly value your comments.

I may begin showing the apartment to prospective tenants before your move out date. You will be giving notice before showings and I will schedule several of them together in order to limit any disturbance.

It would be much appreciated if you could keep the unit clean and well presented during these times. I also provide a \$50 referral fee for this unit or any others if you refer the next tenant. If you know anyone interested, send them my number. I also have bachelor and 3 bedroom apartments available.

At the end of your stay, you are expected to remove all of your belongings, garbage, etc. from the unit and the property and thoroughly clean the entire unit. The apartment was professionally cleaned for your arrival and you are expected, as per the lease agreement, to leave it in the same condition. This include cleaning inside and behind all appliance, cupboards, walls, floors, shelves, etc, etc. If you don't think you will have time for this, let me know in advance and I can provide someone who does a good job for fairly cheap.

If there are any damages that need to be repaired for the next tenant, please give me sufficient notice so I can prepare to have it completed. When you have removed your belongings and cleaned the apartment, give me a call so I can meet you to return the keys and complete the move out inspection.

Thanks you so much for your understanding in these matters. I hope you have enjoyed your stay here and wish you the best of luck in the future.

Sincerely,
Mr. Landlord.