



MOVE-IN / MOVE-OUT CLEANING

# The Northern Ontario Landlord's Complete Turnover Cleaning Checklist

A room-by-room, task-by-task checklist for landlords and property managers during tenant turnovers — with a timeline for coordinating cleaning with move dates and a deposit documentation framework.

**1-3**

Day Turnaround Target

**100%**

Deposit-Ready Standard

**Photo**

Documentation Protocol

**Legal**

Deposit Protection

# Table of Contents

---

- 01 The Real Cost of a Slow Turnover

---

- 02 Pre-Departure Inspection Framework

---

- 03 Kitchen: Full Turnover Checklist

---

- 04 Bathrooms: Full Turnover Checklist

---

- 05 Bedrooms and Living Areas

---

- 06 Carpets, Floors, Windows, and Blinds

---

- 07 Appliance and Fixture Checklist

---

- 08 Coordinating Cleaning with Move Dates

---

- 09 Deposit Documentation and Dispute Prevention

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SECTION 01

# The Real Cost of a Slow Turnover



A fast, professional turnover clean minimizes vacancy days and maximizes deposit recovery.

In the North Bay and Sudbury rental markets, every day a unit sits vacant between tenants is a direct financial loss. A 2-bedroom apartment at \$1,400/month costs the landlord approximately \$47 per day in lost rent. A one-week delay in turnover from a slow or inadequate cleaning process costs \$329 in lost rental income — often more than the cleaning itself.

Beyond the direct rent loss, slow turnovers create downstream problems: new tenant move-in delays, deposit disputes with departing tenants, maintenance discovery delays, and the cumulative effect on your reputation as a landlord with prospective tenants.

## Turnover Timeline Benchmark

Phase	Target Duration	Key Actions
Pre-departure inspection	Day 1	Walk-through with tenant; document condition
Professional cleaning	Day 2	Full turnover clean; carpet extraction if needed
Touch-up and maintenance	Day 2-3	Minor repairs, painting, fixture replacement
New tenant ready	Day 3-5	Final inspection; keys issued

## SECTION 02

# Pre-Departure Inspection Framework

The pre-departure walkthrough is your most important tool for protecting your deposit rights and setting clear expectations with departing tenants. Conduct it with the tenant present, document everything in writing, and photograph every area of concern.

## What to Assess at Pre-Departure Walkthrough

- Normal wear and tear vs. damage: Understand the legal distinction — landlords cannot charge for normal wear and tear under Ontario's Residential Tenancies Act. Document damage clearly.
- Cleaning standard achieved: Compare current condition to the condition documented at move-in. Photograph areas that fall short of move-in standard.
- Appliance condition: Check all appliances for damage, missing parts, and cleanliness.
- Fixtures and fittings: Door handles, light fixtures, cabinet hardware, window locks — note any damage or missing items.
- Carpet and floor condition: Note staining, damage, or areas requiring professional treatment.

### Documentation Standard

Take timestamped photos of every room and every area of concern. Email a written summary to the tenant within 24 hours of the walkthrough. This documentation is essential if a deposit dispute reaches the Landlord and Tenant Board.

## SECTION 03

# Kitchen: Full Turnover Checklist

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Kitchen turnover cleaning requires thorough attention to appliance interiors and cabinet surfaces.

The kitchen is typically the most labour-intensive area of a rental turnover. Cooking grease, food residue, and accumulated deposits require thorough cleaning that goes well beyond surface wiping.

## Kitchen Turnover Checklist

- Oven interior — de-greased, racks cleaned, door seal wiped
- Stovetop — burners, grates, and control panels thoroughly cleaned
- Range hood — filter cleaned or replaced, exterior degreased
- Refrigerator interior — all shelves, drawers, and door seals cleaned
- Refrigerator exterior — wiped clean, top surface dusted
- Microwave interior and exterior — grease and splatter removed
- Dishwasher interior — filter cleaned, spray arms clear
- All countertops — grease and staining removed
- Backsplash — degreased, grout cleaned
- All cabinet fronts and interiors — wiped clean
- Sink and faucet — descaled, polished, drain cleared

 Floor — swept, mopped, baseboards wiped

## SECTION 04

# Bathrooms: Full Turnover Checklist

Bathroom turnover cleaning must achieve a new-condition standard — soap scum, hard water deposits, and mould must be fully removed. A bathroom that looks 'clean enough' is not clean enough for a new tenant.

## Bathroom Turnover Checklist

- Toilet — sanitized inside bowl (including under rim), seat, lid, tank, and base
- Shower/tub — soap scum removed, grout scrubbed, caulking clean or replaced
- Shower door or curtain — track and door cleaned streak-free; curtain replaced
- Sink and vanity — descaled, polished, cabinet interior cleaned
- Mirror — streak-free
- Exhaust fan — grille cleaned, dust removed
- All surfaces — wiped clean, no soap residue or water spots
- Floor — mopped clean, grout scrubbed
- Baseboards — wiped clean
- Light fixtures — cleaned, bulbs working

### Caulking Standard

Failed or mouldy caulking in showers and tub surrounds is one of the most common deposit dispute issues. If caulking shows mould that cannot be fully removed, replace it before the new tenant moves in. Silicone caulk is a \$10 DIY fix that prevents a \$200+ deposit dispute.

## SECTION 05

# Bedrooms and Living Areas

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Bedrooms and living areas require thorough cleaning that addresses accumulated dust, wall marks, and floor care – areas that regular tenant cleaning often neglects.

## Bedroom and Living Area Checklist

- All walls – wipe scuffs, remove tape marks and adhesive residue
- Light switches and outlet covers – wiped clean
- Ceiling light fixtures – dusted, cleaned, bulbs working
- Windows – interior glass cleaned, sills and tracks cleaned
- Blinds or window coverings – dusted or washed
- Closets – shelves and rod wiped, floor swept
- Baseboards – wiped clean throughout
- Floors – vacuumed or swept and mopped
- Any door marks or fingerprints – cleaned
- Vents and registers – dusted

## Wall Assessment

- Small scuffs and nail holes are normal wear and tear – patch nail holes, clean scuffs.
- Large holes, extensive crayon or marker, or permanent staining are damage – document and charge to the departing tenant.
- Paint that shows normal fading after 2+ years of tenancy is wear and tear. If repainting is needed due to damage, the tenant may be liable for a prorated portion.

SECTION 06

# Carpets, Floors, Windows, and Blinds



Thorough floor and window cleaning completes the turnover to a move-in-ready standard.

Flooring and window condition are the most visible quality indicators for a new tenant. Achieving a professional standard in these areas significantly reduces new-tenant complaints and sets a strong first impression.

## Flooring Turnover Standard

Floor Type	Minimum Standard	When to Upgrade to Professional
Carpet	Vacuumed, no visible staining	Any staining, odour, or heavy traffic matting
Hardwood	Swept and damp mopped, no residue	Scratching, discolouration, or sticky residue
Vinyl/LVP	Swept and mopped clean	Scuffing, staining, or adhesive residue
Ceramic tile	Mopped, grout clean	Darkened grout or stubborn staining
Laminate	Dry mopped, no moisture streaking	Lifting edges, bubbling, or staining

## Blinds and Window Coverings

- Horizontal blinds — dust all slats, wipe cord, check for broken slats.
- Vertical blinds — dust all vanes, replace missing or cracked vanes before new tenant arrival.
- Roller shades — clean with damp cloth, check mechanism.

- Curtain rods — dust and wipe clean.

## SECTION 07

# Appliance and Fixture Checklist

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Appliances and fixtures deserve individual inspection at every turnover. Missing or damaged components are far less costly to address before a new tenant moves in than after a complaint.

- Refrigerator — cooling functional, all shelves and drawers present and clean
- Stove — all burners and elements functioning, oven working
- Dishwasher — operating, filter clean, no standing water
- Washer/dryer (if included) — operational, lint trap clean, drum wiped
- All light fixtures — bulbs working, covers clean
- Smoke detectors — tested, batteries replaced
- Carbon monoxide detectors — tested, batteries replaced (required by Ontario law)
- All faucets — no drips, aerators clean
- Toilet — flushing properly, no running, seat and lid in good condition
- All cabinet hardware — door and drawer pulls secure
- Window locks — all functional
- Thermostat — functional, batteries replaced if battery-operated

## SECTION 08

# Coordinating Cleaning with Move Dates

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Effective turnover coordination minimizes vacant days and ensures the unit is ready on time for the new tenant. Building a reliable process is especially important for landlords managing multiple properties in Northern Ontario.

## Recommended Turnover Sequence

- 1 30 days before move-out**  
Confirm move-out date in writing. Provide departing tenant with move-out cleaning expectations in writing.
- 2 Move-out day**  
Conduct pre-departure walkthrough with tenant. Photograph all rooms and areas of concern. Collect keys.
- 3 Day after move-out**  
Book professional cleaning immediately — Binx typically accommodates North Bay and Sudbury turnovers within 24–48 hours.
- 4 Post-cleaning**  
Conduct final landlord inspection before new tenant arrives. Address any touch-up items. Confirm all appliances working.
- 5 Move-in day**  
Provide new tenant with condition report and photos. Both parties sign.

## SECTION 09

# Deposit Documentation and Dispute Prevention

Under Ontario's Residential Tenancies Act, landlords can withhold all or part of a tenant's deposit for damages that go beyond normal wear and tear. The key to successfully defending a deposit deduction is thorough documentation.

## Documentation Checklist – Protect Your Deposit Rights

- ☐ Move-in condition report signed by both landlord and tenant
- ☐ Timestamped photos of every room at move-in
- ☐ Written record of any pre-existing issues acknowledged at move-in
- ☐ Pre-departure walkthrough report with tenant signature
- ☐ Timestamped photos of every room at move-out
- ☐ Written list of specific damages and cleaning deficiencies identified
- ☐ Professional cleaning invoice (Binx invoice) supporting cleaning charges
- ☐ Any repair invoices for damage-related work

### Landlord and Tenant Board

If a deposit dispute reaches the LTB, the landlord who has thorough photographic documentation and professional invoices wins almost every time. The landlord with only verbal recollections wins almost never. Document everything, every time.

ABOUT BINX

# Why Clients Trust Binx Professional Cleaning

\$	W	Q	G
\$5M	WSIB	Quality	100%
Liability Insurance	Full Coverage	Audit Verified	Green Certified

Binx Professional Cleaning is a locally owned and operated cleaning company serving North Bay, Sudbury, and surrounding communities in Northern Ontario. With 70+ trained cleaning professionals, we deliver consistent, verified, and insured cleaning services to over 200 commercial and residential clients every week.

We are proud partners of Cleaning for a Reason, providing free cleaning services to cancer patients in our community. We use 100% green-certified Green Cleaning Chemical products across every account. Every cleaning visit is verified through our Quality Audit inspection platform – so you never have to wonder whether the work was done.



## Fast, Professional Turnover Cleaning

Binx provides landlord turnover cleaning across North Bay and Sudbury — deposit-ready results, typically within 24–48 hours of booking.

[binx.ca](http://binx.ca)

Get a Free Quote — [binx.ca/contact](http://binx.ca/contact)

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