

NOTES FOR TENANTS AT CHECK OUT

The guidelines set out below are intended to assist the tenant with the Check Out process from the property at the end of the tenancy and should, if followed with reference to the original tenancy agreement and inventory and schedule of condition, result in any dilapidations and deposit retentions being kept to a minimum and ensure an efficient end of tenancy process.

Where it is stated in the Tenancy Agreement that PROFESSIONAL CLEANING is to be carried out at the end of tenancy, RECEIPTS MUST BE PRODUCED.

GENERAL CLEANING - The property should be presented in a clean and tidy order, with attention drawn to:

1. Removal of cobwebs on ceilings and walls.
2. Dusting of skirting boards and door frames and other level surfaces.
3. Removal of mildew to ceilings, walls, window frames and glazing.
4. Removal of limescale from areas such as showers and shower screens, sinks and taps and toilets
5. Blown light bulbs replaced
6. Windows cleaned internally and externally.

REFRIGERATORS/FREEZERS - Should be defrosted, cleaned and left switched off and OPEN. Do not leave shut as they will begin to smell.

OVENS/HOBS/EXTRACTORS/MICROWAVES - Special attention should be made to the cleaning of burnt on deposits; stickiness/greasiness; filters and casings.

TUMBLE DRYERS/WASHING MACHINES/DISHWASHERS – Filters should be emptied; soap drawers cleaned of deposits; doors and seals cleaned.

CARPETS AND FLOORING – The carpets should be professionally cleaned prior to the end of the tenancy in accordance with the tenancy agreement and inventory and schedule of condition. All other flooring should be left in a clean condition.



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CURTAINS - The curtains and net curtains should be professionally cleaned prior to the end of the tenancy in accordance with the inventory or the tenancy agreement. Where curtains have been removed during the tenancy they should be re-hung.

DECORATION - The decor should be in the same state and condition as detailed within the inventory. Charges will be made where picture hooks, nails, screws, screw holes etc. have not been removed and the area made good. Charges will also be made if excessive wear is noted.

FURNITURE & FURNISHINGS – Where these have been removed or moved during the tenancy they should be replaced in accordance with the original inventory and schedule of condition.

GARDENS – To be left in a clean and tidy condition ensuring that any lawns have been mowed and all weeds have been removed from flower beds and paths/patio areas.