

MOVING OUT / DEPOSIT RETURN CHECKLIST

We do expect reasonable wear and tear so do not worry about this. We do not want you to leave on a bad note and we therefore do our best to avoid charging unless absolutely necessary - it's as unpleasant for us as it is for you. The house does need to be in near perfect condition for the tenants who follow you though. If it is not up to standard we ask professional cleaners to finish off.

PLEASE FOLLOW THE FOLLOWING CHECK LIST ATTACHED!!!
This advice is to help you ensure you get your full deposit returned.

PLEASE NOTE ALL SETS OF KEYS MUST BE RETURNED BEFORE
THE END OF TENANCY OTHERWISE THE LOCKS WILL BE
CHANGED AND THIS WILL BE DUDUCTED FROM THE TENANTS
DEPOSIT

Kitchen

1. All surfaces must be left clean and clear from grease.
Extractor fans: Clean extractor fans. **Yes / No**
2. All cupboards and drawers must have all contents removed and left in a clean condition. **Yes / No**
3. **Fridge Freezers:**
 - a) Empty fridge freezers of all food. **Yes/ No**
 - b) Defrost fridge - be careful to put down towels or newspaper to soak up any water. **Yes/ No**
 - c) Clean the inside including all drawers and trays thoroughly. Clean the doors - particularly in and around the handles. **Yes/ No**
 - d) Leave the fridge freezer switched off with the doors ajar. .If you close the doors there will be a build-up of mould inside. **Yes / No**
4. Entire Floor of Kitchen to be vacuumed and mopped **Yes / No**
5. **Ovens:**Put newspaper down around and just under the oven to absorb excess cleaner likely to run out the base and onto the floor. Clean the insides of top and bottom oven, grill pan and trays using oven cleaner. (**MR MUSCLE OVEN CLEANER RECOMMENDED**) All chrome trays should be completely free of black or brown carbon. **Yes/ No**
6. **Window sills and frames:**Clean window sills and window frames free of dust and dirt. **Yes/No**
7. Gas and electric cards to be left on kitchen counter. **Yes / No**

8. Wall tiles:Clean wall tiles and grout completely free of grease and grime. **Yes/ No**

Bathroom

1. Shower door, shower tray, wash hand basin, toilet pan, seat and cistern all clean and clear of mildew and stains- bleach left in pan. **Yes / No**

1. Top of cistern
2. Toilet seat
3. Under toilet seat (please be sure to clean behind the seat as well as in front)
4. Under the rim
5. **Beneath the water line. If there is a build up of brown scale please purchase a de-scale solution like Viakal to help remove this. Leave for as long as possible before removing with a toilet brush.**

2. All toiletries etc removed. **Yes / No**

3.Wall tiles:Clean wall tiles and grout completely free of orange mould, scale or scum **Yes/ No**

4. Mould: If there is a build up of mould in your bathroom please purchase a mould and mildew remover. Simply spray this over tiles, grout and any other areas to kill mould and scrub off with a cloth or brillo pad. **Yes/ No**

NOTE---Glass shower doors will sparkle when you clean them with a sponge dipped in white vinegar. Add 1 cup liquid fabric softener to 1 quart warm water, and use to loosen and clean soap scum from shower doors

Bedroom(s) Hallway and Living Room

1. All carpeted areas to be vacuum cleaned. **Yes / No**

2. All laminate wood floors to be vacuum cleaned and mopped. **Yes / No**

3. All wardrobes, chests of drawers and bedside lockers to have contents removed and to be left free of dust etc. **Yes / No**

4. Please vacuum under and around bed. Also under mattress!!! **Yes / No**

5. All bedding removed- duvets, pillows, sheets etc. **Yes / No**

6. All airing cupboards/ storage under stairs to be left clean and clear. **Yes / No**

7. Vacuum to be left in Living Room. **Yes / No**

8. All blue tac to be removed. **Yes / No**

**ALL SKIRTING BOARDS AND WINDOW SILLS MUST BE CLEAN AND WIPED
PLEASE EMPTY VACUUM BAG AND REPLACE WITH NEW ONE!**

Rear Yard

1. Wheelie bin to be present and rear yard clean and clear. **Yes / No**

I HAVE ENCLOSED A DEPOSIT RETURN CHECK LIST FOR YOUR ATTENTION!

Before the end of the tenancy contact a member of staff to arrange an inspection of the property. This will give you an opportunity to discuss any works/repairs necessary to the property, giving you time to attend to them before your tenancy expires.

Common deposit deductions:

- Removal of rubbish
- Vacuuming of skirting boards
- Defrosting of fridge/freezer
- Cleaning of kitchen and bathroom
- Removal of blutac (either by washing or re-painting of walls)
- Cleaning of cooker
- Vacuuming
- Late return of keys

Contact: **or**