

MOVE OUT CHECKLIST

In accordance with the terms of your tenancy agreement, you have two main obligations to consider when ending your tenancy:

1. The property and contents should be handed back in the same condition as they were at the beginning of the tenancy, fair wear and tear excepted.
2. The rent must be up to date and all bills settled.

The following notes are intended to help you prepare for your final inspection, so that it runs smoothly, and to minimise misunderstandings, deductions from your deposit, last minute problems or surprises.

As long as you comply with all the terms of your agreement your security deposit is fully refundable. This includes giving one month's written notice. You are required to pay for all utilities that are used during your tenancy and you must thoroughly clean all rooms.

Inventory & Check In Report

This is a good place to start to remind yourself about the contents and condition of the property at the start of your tenancy, and to check for any damaged or missing items.

Cleaning

The following describes in detail what is expected in the way of cleaning, repairs and maintenance:

Kitchen

- All kitchen surfaces should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks.
- The fridge and freezer need to be defrosted and cleaned, and free of any food residue (if applicable).
- Oven should be fully cleaned so it is free of grease and food deposits (if applicable).
- Hob should be fully cleaned so it is free of grease and food deposits (if applicable).
- Extractor hood should be fully cleaned so it is free of grease and food deposits (if applicable).
- All hard surfaces should be cleaned, including floors.
- Remove all contents from cabinets and drawers (this includes food, rubbish, salt, sugar, etc) and clean as necessary.
- Clean sink

Bedrooms

- All bedroom surfaces should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks.
- Remove all contents from bedroom including cabinets and drawers. There should be nothing left behind. If there is it may incur a clean or removal cost.

Bathrooms/WC

- All bathroom/WC surfaces should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks.
- Clean toilet and make sure seat hinges are fixed.
- Make sure the bath / shower is properly cleaned.
- All hard surfaces should be cleaned, including floors.
- Any cabinets and drawers must be cleared out and cleaned.
- Clean hand basin.
- Clean any mirrors.

Miscellaneous

- All nails, picture hooks etc should be removed from walls and made good i.e. filled with 'Polyfilla', sanded down and re-painted.
- All limescale deposits should be removed from shower screens, tiles, taps, basins, baths and toilet bowls.
- Windows should be cleaned internally and externally including the inside of the frames.
- All walls, woodwork and skirting should be washed down or re-painted if necessary.
- All driveways, gravel, flower beds should be free from weeds and debris.
- The gardens should be well tended i.e. weed free and lawn mown, and pathways should be weed free and clear of debris.
- All soft furnishings, especially carpets should be cleaned, paying particular attention to stains or marks. This may mean having carpets professionally cleaned.
IF A PET HAS BEEN INTRODUCED INTO THE PROPERTY, THE CARPETS MUST BE PROFESSIONALLY CLEANED AND A RECEIPT OBTAINED TO EVIDENCE THIS HAS BEEN DONE.
- All light fittings should be cleaned and in working order
- Smoke detectors should have batteries and be in working order.
- All sets of keys must be returned, including window keys.
- All personal items and rubbish must be removed from the property.



Normal Wear and Tear

Please note that normal wear and tear does not include damage or excessive wear and tear. Normal wear and tear is generally anything which occurs as part of daily living (e.g. the carpet becoming more worn in places where there is more frequent footfall). Stains on the carpet or marks/holes in the wall are not normal wear and tear, and will be charged and deducted from your deposit.

Damages/Cleaning Charges

Damages and/or cleaning charges will be deducted from the security deposit.

Final Bills

Please notify the relevant utility companies to that you are moving. You will need to provide a tenancy end date, meter readings and forwarding address for the final bill. If you do not cancel, they will continue to bill the service in your name.

OIL TANKS MUST BE REPLENISHED TO NO LESS THAN THE CAPACITY AT MOVE IN. WE WILL NOT REIMBURSE FOR ANY EXCESS OIL BUT WILL CHARGE THE RATE PER LITRE IF THE TANK IS NOT FILLED TO THE REQUIRED CAPACITY.

Mail Forwarding

Once you move out, Flagship Private Lettings will not receive or forward any mail on your behalf. You should therefore make arrangements with Royal Mail to do so.

Viewings

It is possible that we may contact you to arrange a showing of the property to prospective tenants. It is a condition of your tenancy agreement that you allow us to do so. However we will give reasonable notice, and endeavour to do so at your convenience.

Pre-termination Inspection

It is our normal practice to carry out a pre-termination inspection, about 2 weeks before you are due to leave the property. This preliminary visit usually only takes around fifteen minutes. The purpose of this visit is to point out to you any particular areas which require your attention. Once the final inspection has taken place, you will not have access to the property, and therefore any remedial work will have to be carried out by contractors at your expense.



Keys

You should return the keys to us at a pre-arranged appointment - if keys are not returned you will be charged the cost to have the locks changed.

Return of Deposit

Please note that your security deposit minus damages and/or cleaning costs, or unpaid rent, where applicable, will be sent to the forwarding addresses provided on the leavers information form.

Thank you for your co-operation in this matter, and we wish you all the best for your move.