

Guidance Notes for Vacating Tenants

In order to ensure that your 'check-out' process from the property you are occupying is conducted in an efficient manner, please read carefully the points/check list below.

It is in your interest to make sure that the property is vacated in a clean and tidy condition. Failure to do so may result in charges being levied against you.

Guidance List	Completed
<ul style="list-style-type: none"> The garden, if applicable, should be left in a neat, tidy and in a good seasonal condition and lawns recently mowed. Also, where pets have been allowed in the property, any animal excrement must be removed. 	
<ul style="list-style-type: none"> All windows must be cleaned both internally and externally. 	
<ul style="list-style-type: none"> Interior window frames and ledges must be wiped clean throughout the property 	
<ul style="list-style-type: none"> Ceilings and walls should be cobweb free 	
<ul style="list-style-type: none"> All washable walls should be washed down and left dirt, dust and stain free 	
<ul style="list-style-type: none"> Skirting boards to be washed over and dust free. 	
<ul style="list-style-type: none"> If you have made any holes in walls than please fill holes and paint. Should you require a paint colour than please contact us and we can request this from your landlord. 	
<ul style="list-style-type: none"> Curtains & any nets to be washed, ironed and re-hung and kitchen curtains cleaned and re-hung. Other heavy curtains to be professionally cleaned, if necessary and receipts provided to the agents or inventory clerk. 	
<ul style="list-style-type: none"> Carpets to be vacuumed. Carpets to be professionally cleaned if required/stated in your tenancy agreement and receipts provided to the agents or inventory clerk. 	
<ul style="list-style-type: none"> The property to be professionally cleaned if stated in your tenancy agreement and receipts provided to the agents or inventory clerk. 	
<ul style="list-style-type: none"> Kitchen floor to be swept and washed. 	
<ul style="list-style-type: none"> All wooden furniture to be dust free and polished if required. 	
<ul style="list-style-type: none"> Cooker to be cleaned thoroughly with oven cleaner. Do not forget the shelves in the oven, the glass door, grill pan and oven trays. 	
<ul style="list-style-type: none"> Microwave, if applicable, to be cleaned on the inside and outside. 	
<ul style="list-style-type: none"> Refrigerators, if applicable, should be defrosted, cleaned & wiped out. The door must be left open and the appliance switched off. 	
<ul style="list-style-type: none"> Bath, WC, shower screens, bidets, wash hand basins and kitchen sinks must be cleaned and if necessary any lime-scale deposit removed. 	
<ul style="list-style-type: none"> Insides of cupboard and drawers must be cleaned, particularly in kitchens. 	
<ul style="list-style-type: none"> Washing machine soap dispenser must be washed and the filter cleaned, if applicable. 	
<ul style="list-style-type: none"> All lampshades to be dust free. All bulbs replaced where necessary. 	
<ul style="list-style-type: none"> All rubbish/food must be removed from the property/garden and placed in the dustbin provided for collection. 	
<ul style="list-style-type: none"> All keys must be returned at the time and date of the booked checkout or the vacation date. 	
<ul style="list-style-type: none"> All of your items should be completely removed from the property.(Unless an agreement has been made between Landlord/Agent) 	
<ul style="list-style-type: none"> Cess pits to be emptied and receipt supplied to Landlord/Agent 	