



## END OF TENANCY CHECKLIST

**Please ensure the following is carried out before the check-out date (to avoid incurring any claims against your deposit):**

- All electricity and gas meter will be read on conclusion of your tenancy. It is your responsibility to inform your suppliers and settle any final accounts. Your forwarding address will be supplied to your suppliers should they request it.
- Thorough cleaning of the property to include: Dusting, hovering, wiping down all surfaces (including skirting boards), kitchen cupboards, sills, oven & grill. Clean and defrosted fridge/freezer (switch off and leave doors open). Carpet cleaning (if applicable). We must have a copy of the receipt to prove you had had carpet cleaning carried out.
- Ensure the gardens are in good condition, including removal of any rubbish, cutting of grass, weeding, tidying of borders & hedges (as and where applicable)
- All items on the inventory, if moved, replaced in their original rooms
- Please note: neither we, nor the new occupants, will be responsible for forwarding of your mail and suggest arrangements are made with the Post Office for it to be redirected.
- Ensure all bulbs to light fixtures (including fluorescent strip) are working and/or replaced where applicable. Replace any broken/cracked glass

## CHECK OUT PROCEDURES

**The following is a simple explanation regarding to procedure that we will follow before any deposit is returned to you:**

- An Easthams & Co agent will carry out the check-out after you vacate the property
- The length of time required for the check-out is dependent on the size and furnishings contained within the property, and to condition the property has been left in
- The check-out report will be compiled by the agent whilst being checked against the inventory and check in report that were taken at commencement of your tenancy
- Following this the landlord will be contacted and informed of the condition of the property on checkout
- When approval is received from the landlords, we will arrange for the deposit to be returned to you.
- To avoid any delays in this happening we would ask that you ensure that all the terms of the tenancy have been adhered to, such as the full cleaning of the property, returning each set of keys, and replacement of any missing items. Failure to do this could result in deductions being made from the deposit
- Please note that under the terms of the agreement the landlords have 10 days in which to notify you of any proposed deductions. Should you wish to dispute the deductions you must do so within a further 20 days. Please be assured that we do our utmost to ensure that the deposit is returned as soon as possible.
- If a dispute does arise, we will make every effort to ensure that an agreement can be reached between you and the landlord, but in certain situations, this may not always be possible. In this case the case will be referred to the TDS (The Tenancy Deposit Scheme) who will then investigate this further and make a final decision.

## FINAL CLEANING GUIDE

**Please note this is a guide and is not exhaustive.**

### General

- Anything that has been put up on walls (shelving, pictures etc) must be removed; holes must be filled and painted to match the existing wall colour. Also any heavy marks to walls must be removed or re-decorated.
- All carpets and flooring must be cleaned, vacuumed and all stains removed.
- All external areas must be weeded and cleaned and lawns mown.
- All windows cleaned internally and externally.

## **Kitchen Cleaning**

- Clean and polish inside and outside of all kitchen cupboards and drawers
- Remove all food from fridge and freezer
- Clean internally and externally fridge and freezer
- Wipe down microwave from inside and outside
- Clean inside and outside of washing machine, soap dispenser and filters
- Clean dishwasher from inside and out
- Clean and degrease inside of oven, polish outside chrome
- Clean and polish hob/ grill
- Clean, degrease and polish extractor fan
- Remove mould and grease from wall tiles, wash down and polish
- Clean exterior of all kitchen appliances such as kettle, toaster, etc.
- Clean toaster crumb tray
- Clean exterior of all kitchen appliances such as kettle, toaster, etc.
- Wash down and polish all kitchen countertops
- Remove lime scale and polish sink/ shine taps
- Clean windows from the inside; wipe down window sills/ window ledges
- Wipe down all woodwork (doors, door frames, skirting boards)
- Wipe down radiators
- Clean plugs, light switches
- Spot clean walls
- Dispose of all rubbish
- Clean and polish rubbish bins from inside and outside
- Vacuum and wash hard floors

## **Bathroom Cleaning**

- Clean and polish bath
- Wash shower cabinet/ screen from inside and out/ de-scale and polish
- Clean and disinfect toilet from inside and out
- Wash and de-scale basin/ shine taps
- Wash down tiles and remove mould
- Clean mirrors
- Wipe clean cupboards/shelving/ surfaces
- Clean windows from inside, wipe down window sills/ window ledges
- Wipe down door/ frames/ skirting boards
- Wipe clean towel rail
- Vacuum and sanitise floors

## **Bedroom Cleaning**

- Remove cobwebs
- Throw away mattress protectors
- Clean coving, picture rail, cornice/ curtain rails
- Clean and polish mirrors, pictures
- Spot clean walls
- Clean plugs, sockets, light switches, TVs, lamp shades, light fittings
- Clean fire surround and radiators/ behind radiators
- Wipe down doors and on top of doors
- Wipe down skirting boards all wooden furniture carefully of dust
- Wash windows internally, window sills, window ledges
- Clean inside, outside and on top of cupboards and wardrobes
- Clean behind and under furniture
- Move mattresses and vacuum under bed
- Vacuum and mop (if relevant) floors

## **Living/ Dining Area Cleaning**

- Remove cobwebs
- Clean coving, picture rail, cornice/ curtain rails
- Clean and polish mirrors, pictures
- Clean and polish windows internally, window sills, window ledges
- Wipe down doors and clean on top of doors
- Clean skirting boards and all wood works carefully of dust
- Clean light switches, plugs, sockets, TVs, light fittings, lamp shades
- Clean inside, behind and on top of cupboards and furnishings
- Dust and polish all surfaces
- Clean fire surround and radiators/ behind radiators
- Upholstery vacuumed, cushions moved and cleaned underneath
- Vacuum and mop (if relevant) floors

## **Hallway & Stairs Cleaning**

- Remove Cobwebs
- Clean coving, picture rail, cornice/ curtain rails
- Clean and polish mirrors, pictures
- Clean and polish windows internally, window sills, window ledges
- Wipe down doors and on top of doors
- Wipe down skirting boards and all wood works of dust
- Wipe down stairway, banister and railings
- Clean lights switches, plugs, sockets, lights fittings, lamp shades
- Clean inside, behind and on top of cupboards and furnishings
- Dust and polish all surfaces
- Clean radiators/ behind radiators
- Vacuum and mop (if relevant) floors

## **Garden & External Areas**

- Mow Lawns
- Ensure hedges are cut
- Borders and flagged areas must be weeded
- All rubbish removed from garages and sheds
- All bins must be emptied
- Windows must be cleaned externally