

Please find enclosed a copy of the inventory at check in. Photos may be available if required.

Please follow this guide when vacating your property, the points below are the most common things that are sometimes overlooked. To ensure that your deposit is refunded in full please take care with the following:

Kitchen

Thoroughly clean cooker/hob/grill (and grill pan/oven shelves) and overhead extractor (If necessary replace the filter paper or remove and clean the filters)

Defrost and Clean the fridge/freezer and switch off, leave doors open to prevent mould

Wipe down worktop/cupboard doors & shelves

Bathroom/Showers

Clean thoroughly and wipe surfaces, ensure shower screen glass is clean and grout is stain free.

In the case of WCs ensure limescale removed and clean

Garden

Tidy borders, remove weeds and cut the grass. Green Bins: if you have not got a Council sticker then bag any garden waste and take to the recycling centre. The garden should be left cultivated as per time of year

Carpets

If carpets have any marks/stains they will require cleaning. If severe, ie burn marks, dye spills please contact us to discuss possible replacement or compensation

If you have had a pet then the carpets need to be clean and pest free.

General Cleaning (please ensure bins are left out for emptying and take/clear excess rubbish - any left will be removed and charged for)

Ensure all skirtings/dados/picture rails have been dusted. Remove all cobwebs

Vacuum and clean floorings throughout. Ensure all light bulbs are in working order

Decor

Wipe down marks on walls and doors. Clean marks around light switches, door handles etc

Heating

During November to March please leave heating on a couple of hours morning and night. A meter reading will be taken at the check-out which will ensure that no costs will be incurred to yourself after vacating

Keys - NB Rent will be charged until keys are returned

Please return keys to the office as soon as you have vacated (in an envelope if after 5pm). We will then carry out our check-out at the property

Queries

If there are any discrepancies with the check-out we will contact you to discuss this

Damage

In the event of anything damaged or "unfixed" please arrange repair. Any "broken" items should be replaced of equivalent quality. Smoke alarms and co detectors should be working, replace batteries if necessary.

Forwarding Address - required for deposit and final utility bills

Please ensure a forwarding address has been provided as this will be required by the DPS. If deposit held by DPS please check their terms and conditions for the return of the Deposit. Please also advise us of the names of the relevant utility companies

Note: dont forget to **CANCEL** standing order **AFTER** last months payment. v6/19