

Guidance notes for Tenants at the end of the tenancy

The Inventory and Schedule of Condition will be checked at the end of the tenancy at which time any variances or discrepancies will be recorded. Missing or damaged items that are not considered as 'fair wear-and-tear' will be the responsibility of the tenant to pay for repair, replacement, making good, cleaning or any other required process.

The following notes have been designed to assist you when handing your property back to the landlord at the check-out appointment

In order to protect your deposit, it is advisable that you read these guidelines and take the appropriate action.

- Ensure that the property has been left in a good, clean condition throughout and all of your personal items have been completely removed.
- All items should be returned to exactly the same position as they are listed on the Inventory.
- All windows, mirrors and glass items should be cleaned and polished.
- All woodwork, skirting, dado rails, picture rails, frames, shelving, cabinets, etc., should be cleaned and polished.
- All soft furnishings such as carpets, curtains, rugs, bed linen, towels, throws and mattresses, etc., should be laundered/washed free of stains, ironed (where applicable) and left clean.
- Where pets have been kept at a property, carpets must be professionally steam cleaned prior to check out and an invoice or receipt provided.
- All walls and ceilings should be dusted, wiped over (where necessary) and be free of excessive wear.
- All kitchen appliances including cookers, hobs, microwave ovens, toasters, washing machines, tumble dryers, etc., should be cleaned free of residues, grease and stains.
- All kitchen cupboards should be cleaned and emptied of your food and belongings.
- Fridges and freezers should be emptied of food, cleaned thoroughly, defrosted, switched off and their doors left open.
- Cooker extractors should be cleaned and their filters changed.
- Bathrooms should be cleaned thoroughly and all sealant and grouting should be free of staining or mould.
- All light bulbs should be present and in working order.
- All picture hooks, tacks, screws, nails or other fittings installed by you should be removed and any damage made good.
- Gardens should be in a well-maintained condition for the time of year, lawns should be cut and all garden implements should be clean and in working order.
- Any missing or damaged items should be replaced to match.
- Bulky waste such as unwanted furniture or electrical items must be removed. Failure to do so will incur a £50 removal charge.
- A mail forwarding service should be set up by you to ensure that your post reaches you at your new address.