



## **Check Out Information for Tenants**

The property should be left clean and in a good tidy condition, equal to the condition listed on the Check In Inventory. In hard water areas ensure that all lime scale deposits are removed/cleaned from taps and wastes. All areas of the property should be in a clean condition. This includes paintwork, kitchen units, kitchen appliances, bathroom suite, removal of all cobwebs etc. There should be no visible trace of your occupancy.

**Carpets** – accidents happen and if stains have occurred during the tenancy carpets should be professionally cleaned. If the tenancy has lasted for one year or more it is usually expected that all carpets are professionally cleaned, whether stained or not, for hygiene reasons. It is not usually sufficient to self-clean with hired machine. These are not normally as efficient as those used by professional carpet cleaning companies. We would suggest that you consult your letting agent for details of their recommended contractors. This will ensure that should any work be sub-standard the contractors can return to complete to job at no additional cost to the tenant.

**Fridge/freezers** – these should be switched off, defrosted & thoroughly cleaned. Please leave the doors open.

**Beds** – should not be made up, all linen should be left clean and folded to enable a full inspection to be made at time of Check Out.

**Gardens** – if you are responsible for garden maintenance all garden waste must be removed and gardens in tidy condition, as it was at Check In.

**Household Waste** – do not leave an excess of waste/rubbish on day of Check Out as charges could be levied for the cost of the removal if this is required.

**Breakages/losses** – any items that have been broken or lost during the tenancy should be replaced with items of a similar quality and description. If not, charges will be levied for replacement or compensation for any such items.

**Check Out appointment** – please make every effort to attend as the resulting Check Out report will have consequences concerning your deposit. The Inventory Clerk will need to take your contact details, note all meter readings, with supplier details, and collect all your keys. You will not be allowed back into the property after this point to undertake any additional cleaning or repairs.

Please remember, we are independent clerks. We offer professional and unbiased reports which can be relied upon should there be any issues with your deposit.