

# RE: MOVING OUT

## End of tenancy:

At the commencement of your Tenancy an Inventory will have been carried out at the property. This document will be used at the end of your Tenancy to conduct the check out. We will compare the initial document with the property when you vacate. Your Landlord may ask to deduct money from your deposit for any cleaning or repairs which are your responsibility via **TDSNI** were your deposit is lodged\*.



## Move Out Guide:

You are required to clean the property **thoroughly** before you vacate, and return all furniture to its original position. You are all joint tenants and therefore are all responsible for the state of the property. Cleaning and the removal of rubbish are the most common reasons for security deposit deductions so we recommend you use this check list to minimise the possibility of this:

- All items to be placed in their original position as described in the Inventory.
- All **windows** must be cleaned on the inside and interior window frames and ledges must be wiped clean throughout.
- **Ceilings and walls** must be cobweb free and all **washable wall surfaces** to be washed down and left dust, dirt and stain free. Remove all blu-tac.
- **Skirting boards** to be washed over and dust free.
- **Curtains** to be cleaned/re-hung.
- **Floors** to be vacuumed throughout and carpets to be professionally cleaned if stained. Kitchen, bathroom, and wooden floors are to be washed.

- All **wooden furniture** to be clean and dust free, and polished if required.
- **Hob/oven** to be cleaned thoroughly with oven cleaner, do not forget shelves in the oven, the glass door, grill pan and oven trays and changing the extractor hood filter – if applicable. Dirty ovens are a common reason for deposit deductions, and a professional cleaner will charge around £50 for an oven clean.
- **Refrigerators and freezers** should be defrosted and wiped out. The door must be left open and the appliance switched off.
- **Baths, WC's, shower screens, wash hand basins and kitchen sinks** must be cleaned.
- **Insides of cupboards and drawers** must be cleaned.
- The **garage**, if applicable, should be swept out.
- The **garden**, if applicable, should be left in a clean and rubbish free
- **Washing machine** soap dispenser must be washed and the filter cleaned.
- All **lampshades** to be dust free and light bulbs replaced where necessary.
- **Vacuum cleaner bags** to be emptied and filters cleaned.
- All rubbish/food, unwanted items of furniture/belongings, **must** be removed from the property/garden. You will be charged for the labour to dispose of these items.
- Close down your phone/internet account.
- Close down your utility accounts and hand in all gas/electricity cards.
- Cancel your standing order. An overpayment of rent will be subject to an admin charge.
- Redirect all post/change addresses.

**Please hand in all keys as soon as possible, and no later than 12pm on the last day of your tenancy. The earlier we get keys back, the sooner we can check the property and return your deposit\*.**

\*if applicable