

End of Tenancy Guidance

- handing back the property



You have two main obligations to consider when ending your tenancy.

1. The property and contents should be handed back in the same condition as they were at the beginning of the tenancy, but allowing for fair wear and tear.
2. The rent must be up to date and all bills settled.

The Inventory

It is a good idea to start your preparations now by running through your copy of the inventory to remind yourself about the contents and condition at the start of the tenancy, and to check for damaged or missing items.

Fair Wear and Tear

Please note that fair wear and tear does not include damage, nor excessive wear and tear.

Preparing the Property and Contents

The following notes are intended to help you prepare for the checkout, so that the event runs smoothly, and to minimise the risk of misunderstandings, deductions from your deposit, last minute problems or surprises. The property must be deep cleaned, which includes areas often overlooked:

- All kitchen utensils, equipment and appliances should be cleaned, the fridge and freezer defrosted, cooker hob degreased, food should be removed from all the cupboards and all hard surfaces should be washed down and cleaned, including the kitchen floor. Don't forget inside the cupboards, drawers and behind appliances.
- All bathroom /wc furniture and fittings should be thoroughly cleaned with appropriate bathroom cleaner/disinfectant paying particular attention to any stains and marks, ensuring all limescale is removed.
- The property must be free from any mildew on ceilings, walls, window frames, skirting boards, curtains, etc, caused by condensation from lack of airing/heating of the flat.
- All soft furnishings especially carpets, curtains and mattresses should be left clean, paying special attention to any heavy stains and marks if applicable. This may mean having carpets professionally cleaned, and curtains dry cleaned and pressed.
- All the woodwork, door frames, skirting boards, coving, ceilings, etc should be washed down or cleared of cobwebs. All light switches, sockets, light fittings should be wiped over.
- All items of furniture should be dusted, cleaned and left in the appropriate rooms.
- All electrical goods and appliances, including light bulbs and any garden equipment should be in good working order.

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- All cupboards, wardrobes and drawers etc must be completely empty of all rubbish or unwanted items and the property must be completely clear of all your furniture and belongings.
- There must be no evidence that telephone, computer or TV cables have been run through walls, or any pictures, frames or posters tacked or stapled or glued or taped or fixed in anyway whatsoever to walls or architraves or skirting boards or anything else in the property during the tenancy.
- Please **DO NOT** leave things that you do not want on the assumption that the next occupant might find them useful eg. Cleaning products, garden items, etc.
- Gardens and patio should be free from weeds and lawns cut.
- No rubbish should be left on the premises, except in the wheelie bin.
- All sets of keys must be handed over. Internal keys for cupboards, windows, etc should be left in their locks.
- Please ensure your mail is redirected. We cannot take responsibility for forwarding mail.

Testing for cleanliness – running your finger along cupboard tops and shelves, cooker hob, window frames, edges of kitchen cupboard doors, worktops, skirting, etc. If it picks up dirt or feels sticky then it is not clean. We will also use this test to see if the property is adequately clean.

The Check Out

The check out appointment will be conducted once the keys have been returned. We will check the condition of the entire property and contents against the inventory, and record gas and electricity meter readings where relevant.

Return of your Deposit

Please note that your deposit will not be returned at the checkout. Once your landlord has read the check out report we will advise you if there are any proposed deductions asap and process the deposit return through the Deposit Protection Scheme or Tenancy Deposit Scheme.

Meeting these conditions will ensure the return of your deposit is completed quickly with no delays. Cleaning and rubbish removal are the most common deductions proposed from tenant's deposits.

Thank you for your assistance, and please do not hesitate to call us if you have any queries.

Kind regards

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