

Checklist for Tenants prior to Check Out at the end of the Tenancy

This list is to provide you with the common areas that are often over looked at the end of a Tenancy. Cleaning is the most common area for disputes and it is important to be aware that cleaning is not classed as 'Fair Wear and Tear' and therefore may result in your full deposit not being returned. Please allow time when all your possessions have been removed to attend to dusting and cleaning and have cookers and carpets professionally cleaned as necessary.

Item	Recommend	<input checked="" type="checkbox"/>	Comments
Tenancy Agreement	Read through to ensure aware of any clauses, conditions applicable to check out.		
Inventory	Ensure you have a printed copy from the start of your tenancy. Read through and note any areas improved or deteriorated.		
Interim Visits	Ensure any further visits or correspondence is available as necessary.		

Common Issues	Recommend	<input checked="" type="checkbox"/>	Comments
Cooker Cleaning	If cleaning yourself it must be thorough and as good as when tenancy started.		
Fridges	Thorough clean and leave door open to avoid mould forming.		
Cooker Hoods	Need cleaning underneath often very greasy. Replace filter.		
Washing Machines	Clean around seal thoroughly.		
Kitchen Floors	Clean areas between cooker and work surface if pull out cookers.		
Kitchen Cupboards	Clean underneath wall units (often very greasy) and ensure all items removed as necessary and given a light clean.		
Lime scale, taps, sinks, showerheads	Lime scale forms very easily in hard water areas and is easily removed by purchasing a removal product from supermarkets. Recommend using regularly during tenancy to make cleaning easier.		
Mildew, sealant around windows	This can be easily cleaned by purchasing a recommended product available in supermarkets.		

Common Issues	Recommend	✓	Comments
Carpet Cleaning	If cleaning yourself ensure hoovered as a minimum and all dirt marks removed. Must be as good as start of tenancy.		
Doors/skirtings/light switches	Finger marks and dirt near handles and light switches require cleaning. Skirtings dust free.		
Walls	Any damaged walls or paintwork e.g. by picture hooks or pets, or redecoration in different colours must be repaired and repainted as in the inventory.		
Lights	Ensure all bulbs are working and all fittings are cleaned as often get very dusty, recommended a damp cloth.		
Windows	Cleaned inside and out. Use window cleaner for external windows.		
Smoke Alarm	Ensure batteries replaced if necessary.		
Curtains/Blinds	Ensure clean and any cobwebs/dust is removed at high levels including linings. Vacuuming recommended.		
Outside areas	Left clean and tidy. Lawns mowed and borders maintained as agreed. Outbuildings left in a clean and tidy state.		
Damaged/lost items	Any items that are damaged or lost should be replaced with items of similar value.		
Post	Please arrange redirection of post to your new address. The Post Office needs approximately 7 days notice for this to take effect. Please ensure we have your forwarding address.		