

Before you move out, you should have completed the following by the time your Notice to Vacate expires:

- ✓ **Any problems, breakages or damage should be reported to us without delay.**
- ✓ **Please ensure that all items of furniture and personal effects are removed from the premises, leaving behind only what was included with the property when it was let. Do not leave behind anything belonging to you.**
- ✓ **If you are planning to leave unwanted items for collection by the council, please ensure that they are picked up BEFORE your notice expires. The deposit cannot be returned until the site is cleared.**
- ✓ **Importantly, take care to clean the oven and hob thoroughly. If the oven is not left in good condition, any cleaning charges will be deducted from your deposit.**
- ✓ **Clean all kitchen and bathroom surfaces, including:**
  - **Floors**
  - **Tiled walls and surfaces**
  - **Kitchen units, inside and out**
  - **Worktops**
  - **Sinks**
  - **Toilet**
  - **Shower**
  - **Bath**

**If any other kitchen appliances were included (fridge/freezer, etc.), these must be left empty and clean.**

- ✓ **All carpets should be vacuum-cleaned and left stain-free.**
- ✓ **Wooden/laminate flooring must be clean and mopped.**
- ✓ **All rooms should be dusted.**
- ✓ **The inside of all windows should be washed.**
- ✓ **If the property has a lawn, or other grassy area, please ensure the grass is cut to a reasonable length.**
- ✓ **All windows and doors must be locked and the house left secure before giving us back possession of the property.**

- ✓ **Return all keys you were given, including back door keys, window keys, garage keys, etc., and any copies you may have made.**
- ✓ **If there is a garage, please leave it clear of your belongings and lock all doors.**
- ✓ **Make sure that all outstanding monies are paid up by the time your notice expires. Any money owed after this date will be taken from the deposit. (NB: In this event, if there is any damage to the property, we may pursue your guarantor for any extra money required for repairs.)**