

## MOVING OUT CHECK LIST

This document has been designed to help you get your deposit back at the end of your tenancy and is to be used as a guideline to check what is required from you before we do the final check out inspection.

Kitchen	Completed
Degrease, clean Oven, Hob & Hood, removing all scorch marks	
Defrost and clean Fridge Freezer	
Thoroughly clean Microwave, including rotating glass (if any)	
Thoroughly clean washing machine inside and out including the soap drawer	
Thoroughly clean tumble dryer inside and out, leaving dust and fluff free	
Thoroughly clean all worktops & surfaces	
Thoroughly clean all cupboards inclusive of doors and handles, inside and out	
To wipe and polish tiled areas	
To wipe and polish taps and sink area	
Thoroughly clean all paintwork inclusive of skirting's, doors & door frames	
Thoroughly clean all window frames and sills, including any blinds	
Thoroughly wipe and polish all electrical points inclusive of light switches	
To vac and mop all floors	
To thoroughly clean any other fixtures & fittings, including light fittings and shades	

<b>Lounge</b>	<b>Completed</b>
Thoroughly clean all furniture & surfaces (including fire surround where necessary)	
Thoroughly clean all cupboards inclusive of doors and handles	
Vac all furnishings	
Move all furniture to vac behind and underneath	
Thoroughly vac/ mop floor area	
Thoroughly wipe and polish all electrical points inclusive of light switches	
Thoroughly clean all paintwork inclusive of skirtings, doors & door frames	
Thoroughly clean all window frames and sills	
Thoroughly clean any other fixtures & fittings, including light fittings and shades	

<b>Bedrooms</b>	<b>Completed</b>
Thoroughly clean all furniture & surfaces	
Thoroughly clean all cupboards inclusive of doors and handles	
Vac all furnishings	
Move all furniture to vac behind and underneath area	
Thoroughly vac/ mop floor area	
Thoroughly wipe and polish all electrical points inclusive of light switches	
Thoroughly clean all paintwork inclusive of skirtings, doors & door frames	
Thoroughly clean all window frames and sills	
Thoroughly clean any other fixtures & fittings, including light fittings and shades	

<b>Bathroom</b>	<b>Completed</b>
Thoroughly clean bathroom suite & surfaces	
Shower screen over bath (where applicable)	
Thoroughly clean wall tiles	
Thoroughly clean all cupboards inclusive of doors and handles	
Thoroughly clean shower unit inclusive of pipework and shower head to a mirror finish	
Clean toilet inclusive of seat, cistern, pedestal, and pipework	
Thoroughly vac & mop floor area	
Thoroughly wipe and polish all shaving points	
Thoroughly vac and clean extractor vent	
Thoroughly clean all paintwork inclusive of skirtings, doors, and door frames	
Thoroughly clean all window frames and sills	
Thoroughly clean all other fixtures & fittings, including light fittings, shades, toilet roll holder, towel rails, bathroom cabinet inside and out	

<b>Exterior</b>	<b>Completed</b>
Wash down front door on both sides	
Windows to be cleaned inside and out	
Bin area to be free of rubbish and swept clean	
Garden to be free of rubbish and clean (where applicable)	
Driveways to be free of rubbish and swept clean (where applicable)	
Take meter readings (it may be better to take photos on your last day)	
All keys to be returned by noon on your tenancy end date as failure to do so will result in a lock change	

<b>Basement/ Cellar</b>	<b>Completed</b>
All rubbish to be removed	
All floor areas to be swept clean	

<b>Miscellaneous</b>	<b>Completed</b>
TV remotes are left in the property	
Inform us of any alarm codes (if changed)	
Forward/ re-direct your mail	
Ensure any broadband hubs are returned to the provider or you may be charged	
Cancel any Direct Debits for Utilities	
Check all light bulbs are working in the house, where ceilings are too high to reach, ensure you provide replacement light bulbs and leave them in the property to change	
Ensure you have provided us with a forwarding address	

Call our office or email [info@spencer-properties.co.uk](mailto:info@spencer-properties.co.uk) to confirm your check out inventory & video date and times. It is always a good idea for someone to be present during the final inspection to check and sign off the inventory – that way you will have some idea of any deductions from your deposit. A deposit statement will follow 10 days after the tenancy end date detailing any deductions and costs which will need to be agreed and signed off for the deposit(s) to be returned. Please ensure you have provided forwarding address as deposits are refunded by cheque.