

MOVING OUT CHECK LIST 2019

This document has been designed to help you get your deposit back 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 skirtings, doors & door frames

Thoroughly clean all window frames and sills, including any blinds

Thoroughly wipe and polish all electrical points inclusive of lightswitches

To vac and mop all floors

To thoroughly clean any other fixtures & fittings, including light fittings and shades

Lounge

Completed

Thoroughly clean all furniture & surfaces (inc fire surround where necessary)

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 lightswitches

Thoroughly clean all paintwork inclusive of skirtings, doors & door frames

Thoroughly clean all window frames and sills

To thoroughly clean any other fixtures & fittings, including light fittings and shades

Bedrooms

Completed

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 lightswitches

Thoroughly clean all paintwork inclusive of skirtings, doors & door frames

Thoroughly clean all window frames and sills

To thoroughly clean any other fixtures & fittings, including light fittings and shades

Bathroom

Completed

Thoroughly clean bathroom suite & surfaces (inc. of shower screen where applicable)

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 & door frames

Thoroughly clean all window frames and sills

To thoroughly clean all other fixtures & fittings, including light fittings, shades, toilet roll holder, towel rails, bathroom cabinet inside and out,

Basement/Cellar

Completed

All rubbish to be removed

All floor areas to be swept clean

Exterior

Completed

Wash Down Front door on both sides

Windows to be cleaned inside and out

Bin Area free of rubbish and swept clean

Gardens, free of rubbish and clean (where applicable)

Driveways to be free of rubbish and swept clean (where applicable)

Take Meter Readings, better to take photos of the meters on your last day

All keys to be returned by noon on 30th June as failure to do this will result in a lock change.

Miscellaneous

TV remotes are left in the property

Inform of us 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.

Ring or email info@spencer-properties.co.uk to confirm your check out inventory & video time.

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 if there will be any deductions or not

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 in order for the deposit(s) to be returned. Please ensure you have provided forwarding addresses as deposits are refunded by cheque.