

Moving out

A checklist for the end of your tenancy



Moving out checklist

Before you move out, there are a few steps you need to take before the final inspection to ensure everything runs smoothly, and to minimise any deductions from your deposit. If you've kept to the terms in your tenancy agreement, including giving the correct notice for moving out, you'll be refunded your security deposit in full.

In accordance with the terms of your tenancy agreement, 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, although general wear and tear is expected.
2. The rent must be up to date and all bills settled.

It's up to you to pay for all utilities during your tenancy, up to and including the date you hand back your keys (If the keys are collected prior to the last day of your notice then you will be required to pay for all utilities and rent up to and including the last day of the notice). A forwarding address must also be provided for any future bills received relating to your tenancy.



Inventory & check-in report

This is a good place to start to remind yourself of the contents and conditions of the property at the beginning of your tenancy. Any damage that is not listed on the inventory but is present when you move out will be your responsibility.

Cleaning the property

We ask that you clean your home throughout, before handing over the keys. If the property is not handed back in a clean state, you may receive deductions from your deposit. The below details what we expect from you in terms of cleaning, repairs and maintenance.

Kitchen

- All kitchen surfaces and the sink should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks
- The oven and hob and extractor hood should be fully cleaned and free of any grease and food residue
- The fridge and freezer need to be defrosted and cleaned, and free of any food residue
- All hard surfaces should be cleaned, including floors
- All contents should be removed from cabinets and drawers, including food and rubbish

Bedrooms

- You should remove all contents from the bedroom, including anything inside cabinets and drawers. There should be nothing left behind, and if there is you may be charged to remove this.
- All bedroom surfaces should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks.

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Bathrooms

- All bathroom surfaces should be thoroughly cleaned with appropriate product, paying particular attention to any stains or marks
- The hand basin, bath, shower and toilet should be cleaned and please ensure seat hinges are working
- Any cabinets and drawers must be cleared out and cleaned
- All hard surfaces should be cleaned, including floors
- Any mirrors should be cleaned

Other items around the house

- Any curtain poles, light shades and shower curtains will need to be removed
- All nails and picture hooks should be removed from the walls. If needed, holes should be filled, walls sanded down and re-painted in their original colour
- All limescale deposits should be removed from shower screens, tiles, taps, basins, baths and toilet bowls
- Windows should be cleaned internally and externally, including the inside of the frames
- All walls, woodwork and skirting should be washed down or re-painted if necessary. (If painted, the full wall needs to be re-painted. Touch ups are not acceptable)
- All driveways, gravel, and flower beds should be free from weeds and debris
- The gardens should be cleared of weeds and the grass should be cut. Pathways should be free of weeds and rubbish
- The garage must be swept and left empty
- All soft furnishings, especially carpets, should be cleaned, paying particular attention to stains or marks. If a pet has been introduced into the property, the carpets MUST be professionally cleaned, and please make sure you have a receipt
- All light fittings should be cleaned and in working order
- Smoke detectors should have batteries and be in working order
- All sets of keys must be returned, including window keys
- All personal items and rubbish must be removed from the property.

Notes

Please note, 'wear and tear' does not include excessive use or damage.

Normal wear and tear is generally anything which occurs as part of daily living (e.g. the carpet becoming more worn in places where there is more frequent footfall). Stains on the carpet or marks and holes in the wall are not normal wear and tear and will result in a deduction from your deposit.

Final bills

Please notify the relevant utility companies that you are moving. You'll need to provide a tenancy end date, meter readings and forwarding address for the final bill. If you forget to cancel, there's a risk they'll continue to bill the service in your name.

Oil tanks must be filled to the same capacity as when you moved in. We will not reimburse for any excess oil but will charge the rate per litre if the tank is

Mail forwarding

Once you move out, we will not receive or forward any mail on your behalf, so please make arrangements with Royal Mail to do so.

Viewings

It's possible that we may contact you to arrange a showing of the property to prospective tenants, and it's a condition of your tenancy agreement that you allow us to do so. We'll always give reasonable notice and visit at a time that is convenient for you.

Keys and return of deposit

You should return the keys to us at a pre-arranged appointment - if keys are not returned you will be charged the full cost to have the locks changed. Please note that your security deposit minus damages and/or cleaning costs, or unpaid rent, will be sent to the bank details given on your leavers information form.

**Thank you for your
co-operation and
we wish you all the
best for your move**



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