

LLC

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A Guide to the Check Out at the End of your Tenancy

Moving from your home – even a rented one – can be stressful. With many things to do, your natural desire is to leave as quickly as possible and settle down at your new home. Being very aware of this situation we have produced this leaflet to help you prepare for moving, as there is no doubt that pre-planning will assist all concerned in carrying out the checks that we have to make on behalf of the landlord at the end of your tenancy.

Before the End of the Tenancy

In order to avoid any charges made against your security deposit, please ensure that the property is thoroughly cleaned to the highest professional standard and in accordance with your inventory (if applicable). If you have inadvertently broken something or have burnt or damaged any of the fixtures, fittings or furnishings, please notify us now in order that we can obtain quotations and/or assess the costs which will minimise any delay in returning the remainder of your deposit.

At the End of your Tenancy

You should return all keys given to you at the commencement of the Tenancy, together with any other additional keys you may have had made or been given on, or before the expiration of your Tenancy. **(Students should return all keys to the property on, or before June 30th)**. If you fail to do so, and there is a subsequent break-in, Leicester Lettings Co. has an obligation to inform the local constabulary. When you return the keys to us, you will also be required to provide us with a forwarding address. Please note, if you paid a key deposit, that will be returned to you along with your damage deposit.

Please take accurate meter readings for any consumables (i.e. gas, electricity, water etc.) and inform your supplier of your departure. **Do not ask electricity or gas boards to take final readings.** They may disconnect the supply and subsequent reconnection costs will be charged against your deposit. You are responsible for finalizing your own accounts at the property, including Council Tax, Water, Gas and Electricity.

It is important that you understand, any personal possessions left in the property after you have vacated will be removed from the property and disposed of. You will be charged for the removal of these items.

FOR LEGAL REASONS, WE CANNOT GRANT YOU FURTHER ACCESS TO THE PROPERTY AFTER THE TERMINATION OF YOUR TENANCY. KEYS WHICH ARE UNACCOUNTED FOR MAY NECESSITATE A CHANGE OF LOCKS AT YOUR EXPENSE. We will then thoroughly check the property and inventory prior to any other person having access to the property for any purpose.

The Final Inspection and Return of Deposit

A proper check of the inventory (if applicable) and condition of the property is a lengthy procedure and it is our policy to complete it as soon as possible, obtain the landlord's instructions and return your security deposit with the minimum of delay. If there are discrepancies, we will discuss with the landlord on the

appropriate course of action and you will be advised of these. Any deductions from your security deposit will be accounted for with copy invoices for the cost of any repairs, missing items, cleaning, gardening, etc. You should be aware, that in accordance with your Tenancy Agreement, The Lettings Company can, and will, charge a £25 +VAT fee for each contractor that is instructed to perform remedial works on your property. This will be charged in addition to the contractor's actual charge for materials and labour.

Your deposit, minus any deductions, will be returned to you in the post in the form of a cheque. We will also confirm your final meter readings in this letter.

THE END OF TENANCY CHECK LIST

- Place the contents of the property in the positions indicated on the inventory. (If you have mislaid your copy please ask for a duplicate).
- Replace with similar items any missing, broken or damaged goods.
- Strip beds and fold any bedding at the foot of the bed. All bedding must be laundered.
- Clean the following:
 - Windows inside and out (including exterior paintwork).
 - Painted/wooden surfaces such as window sills, banisters.
 - Marks off walls and light switches.
 - Vacuum and remove any stains from carpets (if you have had a pet in the property have the carpets professionally cleaned by a recognised carpet cleaning company – you must be able to provide proof of this work so ensure you obtain a fully itemised receipt).
 - Vinyl/tiled floors.
 - Remove all your personal effects from cupboards and drawers – clean.
 - Bathrooms, showers, W.C's – clean bath, showers, handbasins and polish taps, clean tiled surfaces.
 - Kitchen/utility – clean all units, cupboard and drawers and remove all items of food etc. Clean oven, cooker, hob, cooker hood.
 - Switch off, defrost and clean fridge/freezer and leave doors open.
 - Clean all china, glass and cutlery, cooking utensils etc.
 - Interior general – clean all mirrors, picture glass, ornaments, vacuum upholstered furniture, empty vacuum cleaner, fit clean vacuum bag, put out old milk bottles, and remove all rubbish from property.
- Clean and polish all door furniture.
- Replace all broken or non working light bulbs.
- EXTERIOR – cut grass and leave garden / back yard tidy, leave garage tidy.
- SECURITY – lock garage, close and lock all windows, lock back door/doors. Disconnect all electrical appliances from plug sockets.
- Ask your telephone supplier for a final account to be sent to you at a forwarding address.
- Obtain from the Post Office a mail forwarding form as we **cannot forward mail**.
- Supply agent with forwarding address.

FINALLY, PLEASE REMEMBER, WE CANNOT GIVE YOU ACCESS TO THE PROPERTY AFTER YOUR DEPARTURE.