

CHECKLIST FOR OCCUPANTS VACATING

In order to ensure your “check-out” runs as smoothly as possible we ask that you carefully read the points listed below. It is in your interest to make sure that the property, the fixtures, fittings and any furniture contained in the property are left in a hygienically clean and functional condition. Failure to do so may result in charges being levied against you.

EXPECTED MOVE OUT STANDARD

Although the condition of the property at the commencement of your Tenancy will be taken into account, as will a degree of fair wear and tear, the expected standard at move-out is out below:

1. Kitchen

a. **Work surfaces and Units**

All work surfaces and kitchen units, including drawers, should be clean and free of grease (inside and out)

b. **Sinks and Taps**

The sink and taps should be cleaned and made free of lime scale.

c. **Cooker and Oven Hoods/Microwave**

The cooker/oven hood should be thoroughly cleaned inside and out (including shelves, glass door, grill pans and oven trays) and made free from grease and marks. The filter in the extractor hood should be replaced if the filter is disposable and cleaned if the filter is permanent. If electric, the power should be switched off. If the cooker is free-standing it should be carefully pulled out and both sides and the back cleaned. Cleaning of the cooker should be undertaken with an appropriate oven cleaner. The microwave, if applicable should be thoroughly cleaned inside and out and the power switched off.

d. **Fridge/Freezer**

Fridges should be emptied, cleaned both inside and out and made free of grease and marks. The door should be left open and the power switched off. If the fridge is free-standing it should be carefully pulled out and both sides and back cleaned. Freezers should be emptied, defrosted, thoroughly cleaned inside and out, door left open and the power switched off. Again, if the freezer is free-standing it should be carefully pulled out and the sides and back cleaned.

e. **Washing Machine/Dishwasher (if applicable)**

The washing machine should be cleaned both inside and out (including the soap dispenser, inside door seal and if applicable, the filter). In addition, if it is free-standing it should be carefully pulled out and both sides and back cleaned. The door of the washing machine should be left open and the power switched off. The dishwasher, where one exists, should be thoroughly cleaned both inside and out and again, if free-standing, carefully pulled out and both sides and back cleaned.

- f. **All other kitchen appliances (kettles, coffee percolators, toasters etc)**
All other kitchen appliances should be thoroughly cleaned (free from marks and grease) and with the electrical power switched off.

- g. **Crockery, Cutlery, Utensils, Glassware, Cookware and other**
All crockery, cutlery, utensils, glassware, saucepans and other kitchenware should be thoroughly cleaned and free from dust, marks and grease.

2. Bathroom

- a. **Bath, Shower, WC & Taps**
The bath (and or shower), sink, wc and taps should be hygienically clean and free from limes scale and mildew deposits. Shower curtains, where in existence, should also be cleaned.

- b. **Tiles and Mirrors**
Tiles and mirrors (if in existence) should be thoroughly cleaned.

- c. **Shelves and Units**
Shelves and unit (if in existence) should be thoroughly cleaned both on the inside, outside and underneath.

3. Other standards expected at move out which would apply to all rooms in the property being left occupied are as follows:

- a. **Windows and window frames**
All interior windows in all rooms, glass, frames, ledges should be clean and free of mildew.

- b. **Walls and Ceilings**
Walls and ceilings in all rooms should be cobweb free and free from stains and marks. (stains and marks recorded on the inventory at the time of move in will not be the responsibility of the occupant)

- c. **Woodwork**
All woodwork in all rooms, skirting boards, doors and door frames should be dust and grease free.

- d. **Floors**
All carpets in all rooms should be vacuumed and stain free. All hard floor surfaces must be swept, washed or polished and free from marks including those areas behind free-standing appliances (i.e. the cooker, fridge/freezer, washing machine etc)

- e. **Switches/|Sockets/Light Fittings**
All switches, sockets and light fittings (including lamps and lampshades) in all rooms should be free of grease marks and dust.

- f. **Curtains/Blinds**
Net curtains, should be washed, ironed and re-hung. All curtains & blinds must be cleaned thoroughly and made free of dust.

- g. **Furniture**
All furniture in all rooms (including settee, armchairs, wardrobes, coffee tables, dining tables, beds etc) should be free from dust, marks and stains)
- h. **Bed linen and Mattress Protectors (if applicable)**
All bed linen should be cleaned and ironed regardless of whether it was used or not. All linens should be checked for labels to ascertain whether dry cleaning is necessary and if so ensure that this is done. All mattress protectors must be cleaned.
- i. **Vacuum Cleaners**
All vacuum cleaner bags should be replaced and filters cleaned.
- j. **Light Bulbs**
All light bulbs should be replaced where necessary.
- k. **Smoke Alarms**
All smoke alarm batteries should be replaced where necessary.
- l. **Chimneys**
Chimneys, if applicable, must be swept and a copy of the receipt as proof that this has been carried out must be submitted to Fishers during the move out.
- m. **Garage (if applicable)**
The garage should be swept out, all rubbish and the garage door and any other access to it should be locked. Any petrol/oil deposits should be removed from the driveway.
- n. **Rubbish**
All rubbish must be removed from the property and placed in the dustbin provided for collection. Rubbish that will not fit in the dustbin must be removed from the property and disposed of accordingly.
- o. **Personal Belongings**
All personal belongings must be removed from the property and from the vicinity of the property.
- p. **Keys**
All keys must be returned to FISHERS at the expiration of the Agreement.
- q. **Items on the Property Inventory**
All items on the inventory must be accounted for and furniture reinstated to its original position.