EST. 1846

SHOULERS

RESIDENTIAL | RURAL | COMMERCIAL

GUIDELINES FOR TENANTS VACATING RESIDENTIAL PREMISES

When we inspect your home at the end of the tenancy, we will expect you to have attended to the following matters. If you have not done them all, the landlord may require deductions from your deposit.

1. Remove all belongings, including those in any out-buildings.
2. Clean all windows, inside and out.
3. Wash (or dry clean if not washable) any curtains and re-hang them.
4. Clean all sanitary ware, including shower screens and behind/underneath the w.c. and washbasin. Vacuum and wipe clean any extractor fans. Clean/empty dishwasher filter if applicable.
5. Clean all work surfaces in the kitchen, as well as the inside, outside, tops, undersides and doors to all cupboards.
6. Thoroughly clean the oven/s and hob belonging to the landlord, as well as the cooker hood. **An overnight oven cleaning product should be used**, which will leave all shelves bright and completely grease free. Remove any appliances which belong to you.
7. Defrost and clean the landlord's fridge and freezer, switch off and leave doors open.
8. When removing a washing machine, make sure that all connecting pipes have been **capped** and **ensure taps are turned off**.
9. Remove all food from the property.
10. Wash vinyl/tiled floors. **Have carpets professionally cleaned** where contractually obliged and produce receipt should a pet have been kept at the property.
11. Dust and remove any cobwebs from the property including extractor fans, light fittings, lampshades, tops of sockets, skirting boards, shelves, ledges, window sills and pipe-work.
12. Wash all painted and washable surfaces, including walls where needed, throughout the property. Where you intend to touch-up paintwork, please ensure that the paint used matches that already on the wall/s. Failure to do so will result in the walls having to be painted **in their entirety**.
13. Where properties are furnished vacuum/wipe down as appropriate all furniture and wash all soft furnishings.
14. Ensure that any chimneys have been swept shortly before the end of tenancy, and any septic tank has been emptied, and produce receipts. **For chimney sweeping, we recommend the certified sweep Mr Adam Giblett who can be contacted on 07735 647798 for a quote.**
15. Test the smoke alarms and replace any defunct batteries.
16. Cut grass, weed flower beds and remove all rubbish and belongings from the garden. If you are unable to empty the bins, ensure that an arrangement has been put in place with your neighbour to leave them out on collection day.
17. Take meter readings and enter them, with other information on the form provided. Where the property has pre-payment meters ensure any debt has been cleared and that all cards/keys are returned to Shouler & Son.
18. Deliver all keys for the property, including window keys, to our office on or before the last day of the tenancy.

The procedure for dealing with deductions from your deposit is set out in your tenancy agreement (see below extract from a standard tenancy agreement):

End of Tenancy

6.6 (a) As soon as practicable after the end of the tenancy Shoulers (or the Member of TDS then administering the Deposit, in the rest of this clause both referred to as the Member) will notify the Tenant at his last known address if they propose to make any deductions from the Deposit.

(b) If there is no dispute the Deposit will be allocated according to the deductions notified.

(c) If there is a dispute and agreement cannot be reached either of the Parties may refer the matter to adjudication in the manner set out in the Prescribed Information.

(d) Where there is more than one tenant, all the tenants must agree to refer the matter to adjudication failing which the matter will be decided by the Member.

(e) The Landlord and Tenant agree that neither party shall have any claim to the Deposit if any part of it remains unclaimed six years after the end of the tenancy and they irrevocably agree that it may then be given to charity.

6.7 The Tenant's liability to observe the terms of this agreement is not in any way limited to the amount of the Deposit nor by the wording of this section and the Landlord reserves the right to take any lawful action against a Tenant who breaches his obligations under this tenancy agreement.