



# Checklist for your vacation

There are lots of things to organise and think about when moving out of your property, including getting your deposit back. In order to do so, it is important to leave the property in the same condition it was when you moved in. Follow our simple top tips to help ensure you get your deposit back – we've even created a quick checklist for you.

Remember, we are here to help. Please get in touch with one of our team and we'll be happy to help with any queries.

## REMOVE ALL WASTE FROM THE PROPERTY

All waste must be removed from the property, including the outside bins. If bin collection day does not fall on the day of your vacation you must make alternative arrangements for the waste to be removed. Household waste can be disposed of free of charge at Great Northern Terrace Household Waste Removal Centre; Great Northern Terrace, Lincoln LN5 8LG.

## CLEAN ALL APPLIANCES

Refrigerators and freezers should be defrosted and wiped out. The door must be left open and the appliance switched off.

Cooker must be cleaned thoroughly with oven cleaner, do not forget shelves in the oven, the glass door, grill pan and oven trays and changing the extractor hood.

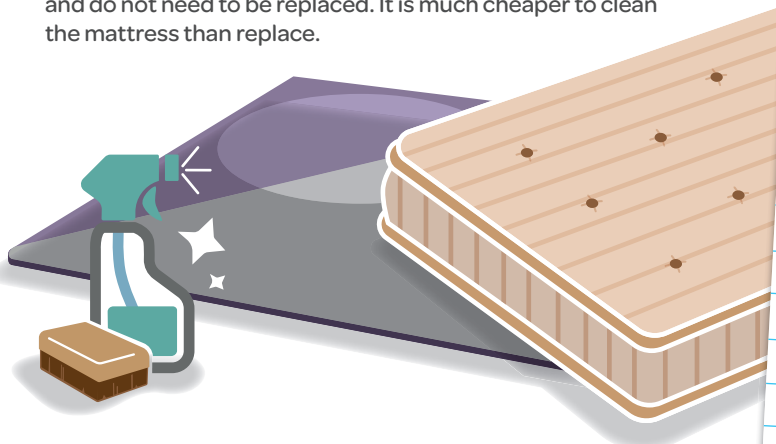
## LEAVE THE PROPERTY CLEAN AND TIDY

If you are all leaving at different times, it is advisable that you all agree a day and time to meet up at the property again to ensure you are happy with how it is being returned. Your responsibilities remain joint until the last day of your tenancy agreement regardless of your physical presence in the property. It is hard work getting the property clean and tidy ready to vacate but it is possible for you to do this ensuring no deductions are made from your deposit for cleaning. But you will need to work together and allow at least a couple of full working days on this (not hours).



## ENSURE THE CARPETS AND MATTRESSES ARE CLEAN AND FREE FROM STAINS

Check all carpets and mattresses are free from any stains in addition to any noted on the inventory which you completed when you moved in. In some instances they can be cleaned and do not need to be replaced. It is much cheaper to clean the mattress than replace.



## LEAVE THE WALLS CLEAN AND FREE FROM DAMAGE

All washable wall surfaces to be washed down and left free of dust, dirt and stains.

Rectify any damage you have caused from using blu tac or nails from pictures frames. On the condition that the work is completed to a satisfactory standard and no further damage is made to the remainder of the property, it may be worthwhile considering the implications of painting with professional assistance or otherwise to return the property to an acceptable condition.

If you know you have caused any damage to the property e.g. rips to floor vinyl, broken furniture, please contact us prior to vacation to discuss how best to rectify. Alternatively contact any of the below workmen direct.

WE HAVE A WEALTH OF EXPERIENCE AND IT IS FAR EASIER FOR US TO RETURN YOUR FULL DEPOSIT, SO PLEASE DO ASK FOR OUR HELP IF REQUIRED.



For professional cleaning of carpets, sofas or mattresses we recommend:  
**Ian Wheatcroft Carpet and Upholstery Cleaning Services**  
 t: 07966 795769

For professional cleaners to clean the property we recommend:  
**Newline Cleaning**  
 t: 01522 543827

If you require any minor works or repairs we recommend:  
**Jak Bollan**  
**Property Maintenance**  
 t: 07500 223070

## CHECKLIST

- Remove all personal belongings
- Remove all waste from the property
- Leave all walls free from any damage exceeding fair wear and tear
- Wipe down all furniture to ensure dust, dirt and stain free
- Clean inside all cupboards and drawers
- Wipe down skirting boards, doors and window frames
- Carpets free from stains not noted on the original inventory
- Hoover and clean all floors including under furniture
- Empty hoover
- All mattresses clean and free from stains
- Turn off all fridges and freezers defrosted and wiped out. Door left open
- Cooker clean inside and out including shelves
- Washing machine soap dispenser washed and filter cleaned
- Clean microwave inside and out
- Clean bath/shower, shower screen, toilet and basin
- Repair any furniture you may have accidentally broken
- Garden free from any waste, remove BBQs and road signs

For further guidance on a list of charges for damage please refer to the Tenancy Guide sent to you at the start of your tenancy. If you require a copy please do not hesitate to ask.