



checklist for your check out



Checking out of your property

There are lots of things to organise and think about when moving out of your property, including getting your deposit back. It is essential to leave the property in the same condition it was when you moved in, subject to fair wear and tear. Follow our simple tips to help make your check out efficient. [Click here](#) for an indication of contractors costs if the landlord has to undertake any repairs or professional cleaning after check out.

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.

leave the property clean and tidy

If you are on a joint and several agreement your responsibilities remain until the last day of your tenancy regardless of your physical presence in the property, and if you are all leaving at different times, you should agree a day and time to meet up at the property to ensure you are happy with how it is being returned.

For all tenancies, joint and individual, it is hard work getting things 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. You will need to work together and allow at least a couple of full days on this.



**Make sure
to use our
handy
check list**

remove all waste

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 The Household Waste Removal Centre; Great Northern Terrace, Lincoln LN5 8LG. Make sure you take everything with you, even if your intentions are good please don't leave items for the next set of tenants. One of the most common charges is for waste removal and for contaminated recycling bins.

clean all appliances

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

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

Make sure the main chamber of the vacuum is emptied into the bin.

leave 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 on the walls, for example from blu tac marks or nails. For more information on what we allow to be used on the walls and how to rectify any damage, please refer to our [blog](#).

ensure the carpets and mattresses are clean

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. If you need help arranging professional cleaning, contact us.

checklist for check out



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

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.

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- Remove all personal belongings and your own household items
- Remove all waste from the property. **Don't contaminate the bins**
- 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
- Ensure carpets are free from stains and marks
- Vacuum and clean all floors, including under furniture
- Empty the vacuum into the bin and clear the filters of dirt
- Ensure all mattresses are clean and free from stains
- Turn off fridge/freezers, defrost and wipe out. Leave doors open
- Clean the cooker inside and out, including shelves
- Clean the washing machine, soap dispenser, and filter
- Clean microwave inside and out
- Clean bath/shower, shower screen, toilet and basin
- Repair any furniture you may have accidentally broken
- Ensure garden free from waste, remove BBQs and road signs!
- Don't forget to send us your **deposit return details**

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