

LEAVERS GUIDE

Please do not forget to leave the form with your details in the flat with the keys.

Please ensure that you have vacated by 11.00 a.m.

It may be necessary to show other possible tenants around the property. This will normally be between the hours of 9 a.m. to 5 p.m. Twenty-four hours notice will be given.

Remember to:

1. Leave all sets of keys plus the electricity key in the flat.
2. Leave the Information folder containing appliance instructions.
3. Check that gas and electrical appliances are turned off except for boilers and take readings if appropriate.
4. Defrost fridges and freezers and leave switched off. Switch off water heaters.
5. Do not leave furniture without checking with the Landlord.
6. Arrange for post to be redirected.
7. Notify the Landlord of any breakages/damage before you leave.
8. Leave the electric and gas with approximately the same amount of money as per your contents list.
9. Cancel standing order.
10. Lock the door behind you. Or if it is not a Yale lock close the door, and let me know the flat is empty.

Please do not touch up paintwork unless you have obtained the paint from me as the colour will not match. Remove rawlplugs, nails and tacks from walls, but do not fill in the holes left.

When the flat is empty please telephone, text, write or e-mail to confirm and to avoid additional rental charges.

RETURN OF YOUR DEPOSIT

1. Leave your forwarding address, bank sort code and account number in the flat, using the form provided, so I can repay the money directly to your account.

2. Remember to leave the flat really clean to avoid any deductions from your deposit.

Please call if any of the above presents any problems.

Best wishes for the future and thank you very much for renting from us.

S. J. BELL

Tel: 01752 663707

Mob: 07788778662

E-mail: s.j.bell@btinternet.com

Website: www.plymouthflats.com

If you wish to extend your leaving date for any reason please do not hesitate to contact us.
Further details regarding ending the tenancy can be found in your tenancy agreement.

Cleaning

Bedrooms

Remove all rubbish and personal property, empty drawers and cupboards and clean inside and out.
Hoover thoroughly, especially under the bed – move furniture so you can clean properly.
Clean windows and mirrors with glass cleaner and wash any marks off paintwork and around window frame.
Remove any dust/cobwebs, especially around light fitting – replace light bulbs.
Dust/clean lampshade
Wash mattress protector or replace with new one.
Hoover mattress on both sides
Professionally clean carpets if dirty or stained

Bathroom/Toilets/Shower Rooms

Clean bath and or shower cubicle, basin and toilet with appropriate cleaner, including the base of the toilet.
Clean flooring and remove all rubbish and personal belongings.
Tiles should be cleaned thoroughly to remove lime scale.
Clean window, frame and sill.
Clean/wash shower screen, removing all traces of limescale
Ensure that grouting between tiles is cleaned thoroughly, with bleach if necessary

Lounge

Hoover thoroughly and have carpets professionally cleaned if stained or dirty.
Clean windows along with sill and window frame.
Remove all dust and cobwebs.
Polish surfaces.
Wash down all paintwork including skirting boards.
Dust lampshades and replace bulbs if appropriate.

Kitchen

Empty and defrost fridge/freezer, wash thoroughly inside and out, ensuring that shelves are removed and washed individually – pull out appliance carefully and clean behind, along with the floor. Please take care not to tear vinyl flooring when moving.
Clean cooker thoroughly, remove all racks/shelves and clean properly. Do not forget to clean behind, underneath and the sides by carefully pulling out so as to not damage the vinyl.
Clean hob/grill thoroughly.
Empty all drawers and cupboards and remove all food and rubbish.
Wash drawers and cupboards thoroughly inside and out – clean top of cupboards where dust and grease may have gathered.
Wash down all paintwork.
Clean windows, sill and window frame.
Wash soap drawer to washing machine.
Wash kitchen floor ensuring that it is not left sticky/greasy.
Clean sink, drainer and taps.

Please remove all boxes and personal belongings and dispose of all rubbish.
Your property should be left in a clean state, one that you would be happy to find if you were about to move in. Although we would prefer to return your deposit in full, deductions will be made for any cleaning that is required, along with any damage, missing items or rubbish removal.

PLEASE LEAVE THIS FORM IN THE FLAT WITH YOUR KEYS WHEN YOU VACATE
TO ENSURE A QUICK AND EFFICIENT PAYMENT OF ANY MONIES TO WHICH
YOU ARE ENTITLED, PLEASE PROVIDE DETAILS OF A UK BANK ACCOUNT.

Name of **Lead Tenant** as designated at the start of the tenancy.

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Bank Account Number __ __ __ __ __ __ __ __

Sort Code __ __ - __ __ - __ __

Forwarding Address:

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Post Code

Contact Details:

Tel Numbers;

Home

Work

Mobile

E-mail:

Repayment will be made by bank transfer.

We would appreciate any comments you may have regarding our service, which we can add to our website.

Name:

Date:

Flat Address:

Feedback: