



END OF TENANCY

Checkout Preparation List

The following checklist should help ensure a smooth handover by preparing the property for your checkout inspection.

All personal possessions should be removed prior to the checkout and the property must be ready for inspection at the agreed time, including the return of all keys.

Cleaning:

- have all rooms in your property cleaned or clean it yourself to a professional standard
- defrost your freezer, clean all fridge and freezer compartments
- thoroughly clean your grill/oven/hob
- clean out your washer/dryer powder drawer and fluff filters
- dust/clean all light fittings
- clean your windows
- damp wipe kitchen units inside and out, skirting boards, window sills, doors etc
- carpets and curtains to be professionally cleaned if they have been stained (please show us the receipt)

Outside (if applicable):

- mow your lawn
- tidy garden by weeding bedding, trimming hedges etc
- leave your wheelie bins empty and remove any rubbish
- remove your goods and rubbish from sheds and outhouses.

Other requirements:

- any damaged, broken, or lost items beyond fair wear and tear should be replaced
- pictures and posters should be removed from walls and where appropriate, any marks removed
- any marks/scuffs to walls beyond fair wear and tear should be made good and colours be matching to the original colours/style
- arrange post redirection with Royal Mail
- cancel your bank standing order for rent payments after you have paid your final rent
- notify your utility companies of your move out date and forwarding address
- don't get carried away by packing items which belong to the property – grill pan handles, light shades etc.

The day you move out:

- Make a note of your meter readings and bring them to the office at 2 The Square, Manfield Avenue, Walsgrave, Coventry.
- Return all keys of the property to the office - **PLEASE NOTE THAT RENT AND UTILITY BILLS WILL BE CHARGED TILL THE DATE THE KEYS TO THE PROPERTY ARE RETURNED TO THE OFFICE.**
- Let us have your forwarding address

Getting help

We can put you in touch with number of local companies which provide services you may wish to use to prepare the property for checkout, including house cleaners, carpet cleaners, removal/storage companies, oven cleaners, gardeners, decorators and window cleaners.

Please call the Hall Brothers office for details – 02476 612121.

Thank you!