

### **Move out checklist**

Please find below a guidance check list to complete for the cleaning of the property – there may be more cleaning required than the main points listed. This document must be printed, signed and dated before the deposit can be returned.

In our experience tenants often leave cleaning until the last night and then discover there is far more to do than initially imagined - we recommend that you begin a thorough clean of the property a couple of weeks before you are due to leave the property and then give a light but satisfactory clean as close to the time you leave as possible.

Unfortunately, once the property has been vacated we cannot allow you to return to do more cleaning if the level of cleanliness has not been deemed sufficient.

At this stage we wish to intimate that it is in our interests as much as your own for the property to be adequately cleaned. We use an external company for cleaning and do not make any financial gain when cleaners have to be used. To ensure impartiality we do not charge an administration fee for our time in sorting out cleaning related incidents - this can be a considerable cost to our own business as we record the cleaning required, intimate to yourself the situation, arrange for the cleaners, provide the cleaners access to the property, conduct an inspection of the cleaner's work and then have to deal with the invoices, payments, and deposit deduction. Cleaners are not particularly cheap, and it can be surprising how long it takes to properly clean a property.

I confirm that all the items on the checklist have been completed.

*Signed*

*Date*

ENTRANCE/FOYER/CONSERVATORY	COMMENT	COMPLETE
Vacuum carpets (shampoo where necessary) or mop floor as appropriate		
Vacuum carpeting/rugs (shampoo if necessary)		
Wash doors		
Clean mirror		
Dust lighting fixtures		
Dust wall pictures		
Dust surfaces		
Wash windows		
Wash window sills		
Clean skirtingboards		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
KITCHEN/UTILITY ROOM	COMMENT	COMPLETE
Dishes – all washed, dried and stored correctly		
Clean sink		
Wipe countertops		
Wipe outside of refrigerator		
Clean inside refrigerator (replace light bulb if required)		
Wipe outside of washer/dryer		
Clean the washing machine detergent tray		
Select the hottest wash your machine will run at and run it for a single cycle. You may wish to add a few capfuls of vinegar to the detergent drawer before running the hot cycle.		
Wipe outside of freezer		
Wipe inside of defrosted freezer (replace light bulb if required)		
Leave fridges and freezers unplugged and open with no danger of water flooding from melted ice		
Wipe outside of microwave		
Clean inside of microwave		
Wipe down and clean the toaster, kettle and other small appliances		
Clean out traps of dishwasher – you may wish to run a rinse cycle on the dishwasher		
Clean stovetop (remove burners to clean around them where necessary)		
Clean oven		
Clean extractor hood (replace light bulb if required)		
Clean radiators		
Wash floor		
Wash windows		
Wash window sills		
Clean inside cabinets		
Clean inside all drawers including wiping clean any cutlery holders		
Clean on top of kitchen cupboards – this quickly obtains significant grime from cooking		
Wipe the inlet of any extraction fans while it is switched off		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		

Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>DINING ROOM (BREAKFAST ROOMS ETC)</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Vacuum carpeting/rugs (shampoo if necessary)		
Wash floor		
Clean skirtingboards		
Clean radiator		
Dust lighting fixtures		
Dust wall pictures		
Dust surfaces		
Wash windows		
Wash window sills		
Clean table including legs		
Clean chairs including legs		
Clean inside of drawers and cupboards		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>BEDROOMS</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Clean mattress stain		
Wash and dry mattress protectors and place back on beds (new mattress protector charge of £15 if required)		
Vacuum carpeting/rugs (shampoo if necessary)		
Wash floor		
Clean skirtingboards		
Clean radiator		
Dust lighting fixtures		
Dust wall pictures		
Dust surfaces		
Wash windows		
Wash window sills		
Clean mirror		
Dust the top of wardrobe		
Dust shelves		
Clean inside of drawers		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>LOUNGE (AND OTHER PUBLIC ROOMS)</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Vacuum carpeting/rugs (shampoo if necessary)		
Wash floor		
Clean skirtingboards		
Clean radiator		
Dust lighting fixtures		
Dust wall pictures		
Dust surfaces		
Wash windows		
Wash window sills		
Clean under soft furnishings and vacuum under cushions (shampoo clean if necessary)		

Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>BATHROOMS AND EN-SUITES</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Clean bathtub		
Clean shower		
Wash any shower curtain in washing machine if ok to do so		
Clean basin		
Clean grouting between tiles		
Clean silicone sealant		
Clean toilet (inside, outside and around base)		
Clean mirror		
Wash floor		
Clean radiator		
Clean skirtingboards		
Wash windows		
Wash window sills		
Wipe the inlet of any extraction fans while it is switched off		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>HALL, STAIRS &amp; MISC.</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Vacuum carpeting/rugs (shampoo if necessary)		
Wash floor		
Clean skirtingboards		
Clean radiator		
Dust lighting fixtures		
Dust wall pictures		
Dust surfaces		
Wash windows		
Wash window sills		
Clean mirror		
Clean railings		
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>STORAGE CUPBOARDS</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Vacuum carpeting/rugs		
Wash floor		
Clean skirtingboards		
Clean radiator		
Dust lighting fixtures		
Dust surfaces		
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required		
<b>GARDEN/OUTSIDE AREA</b>	<b>COMMENT</b>	<b>COMPLETE</b>
Area tidy		
Grass cut (if tenant's responsibility)		
Beds weeded (if tenant's responsibility)		

Bushes and hedges trimmed (if tenant's responsibility)		
<b>GENERAL</b>	<b>COMMENT</b>	<b>COMPLETE</b>
If there is any wood furniture or kitchen tops that need to be oiled or waxed this should be done		
Lighbulbs should be replaced where not working (£3 charge per lightbulb not replaced)		
Bagless vacuum cleaner emptied/internal bag replaced with fresh one		
All rubbish and belongings removed from property – anything left may be disposed of and may be subject to a removal charge		
Please enter current gas supplier <b>(account to remain open)</b>		
Please enter current electricity supplier <b>(account to remain open)</b>		
Please enter current phone supplier <b>(and confirm account closed)</b>		
Please enter current internet supplier <b>(and confirm account closed)</b>		
Please enter current television supplier <b>(and confirm account closed)</b>		
All items to be returned to their location at move in as listed in the inventory		
Forwarding postal addresses sent for payment of deposit cheque		
Royal Mail post forwarding considered or all companies who send post updated with your new address		
Confirmation that all bills have been settled up to the move out date has been sent via email		
All property keys returned		