



EMMA CREASEY
LETTINGS

END OF TENANCY CHECK LIST

**AFTER THE FINAL MONTH'S RENT HAS BEEN PAID,
CANCEL THE STANDING ORDER WITH YOUR BANK**

1. Place the contents of the property in the positions indicated on the inventory. (If you have mislaid your copy please ask for a duplicate)
2. Replace with similar items any missing, broken or damaged goods.
3. Strip beds and fold any bedding at the foot of the bed. All bedding must be laundered and ironed.
4. Replace all broken or non working light bulbs.
5. EXTERIOR – cut grass and leave garden tidy, leave garage tidy. REMOVE ANY GARDEN WASTE FROM PROPERTY OTHERWISE YOU WILL HAVE TO PAY FOR ITS REMOVAL
6. SECURITY – lock garage, close and lock all windows, lock back door/doors.
7. Ask your telephone supplier for a final account to be sent to you at your new address.
8. Ensure that you have provided the Agent with a forwarding address.
9. Obtain from the Post Office a mail forwarding form as we CANNOT FORWARD MAIL
10. Ensure all the sets of keys are returned (as per the Inventory Check-in) to the Landlord/Agent.
11. Clean the following:
 - ✓ Windows inside and out (including exterior paintwork).
 - ✓ Painted/wooden surfaces such as window sills, bannisters.
 - ✓ Marks off walls and light switches.
 - ✓ Vacuum and remove any stains from carpets (if you have had a pet in the property have the carpets professionally cleaned by a recognised carpet cleaning company – you must be able to provide a receipt).
 - ✓ Vinyl/tiled floors
 - ✓ Remove all your personal effects from cupboards and drawers and clean.
 - ✓ Bathrooms, showers, w.c's – clean bath, showers, handbasins and polish taps, clean tiled surfaces.
 - ✓ Kitchen/utility – clean all units, cupboards and drawers and remove all items of food, etc.
 - ✓ Clean oven, cooker, hob, cooker hood (if oven was professionally cleaned prior to move in, please ensure that this is done and a receipt is provided).
 - ✓ Switch off, defrost and clean fridge/freezer and leave doors open.
 - ✓ Clean all china, glass and cutlery, cooking utensils, etc.
 - ✓ Interior general – clean all mirrors, picture glass, ornaments, vacuum upholstered furniture, empty vacuum cleaner, fit clean vacuum bag and remove all rubbish from property.
DO NOT LEAVE ANY RUBBISH NOT FITTING INTO
DUSTBINS, OTHERWISE WE WILL CHARGE TO
HAVE THIS REMOVED.

Century House, Old Mill Place,
High Street, Tattenhall,
Cheshire, CH3 9RJ

Tel : 01829 771505

Fax : 01829 771506

Email : enquiries@eclettings.co.uk

www.eclettings.co.uk

**FINALLY, PLEASE BEAR IN MIND THAT WE
CANNOT GIVE YOU ACCESS TO PROPERTY
AFTER THE CHECK OUT**