

Check List for Check Out



Moving out can be a stressful period, we hope that the hints and tips enclosed can help facilitate the return of a full deposit. It's a common misconception that agents as a whole wish to retain deposits from their tenants. In reality, if a house is left in perfect condition and a full deposit return can be issued it means far less work and hassle involved for us.



Prepare to conduct a full final clean together only once the property is vacant. Once clear of possessions a full clean from top to bottom is easier to achieve. It's advisable to set a strict cleaning rota. Consider calling on relatives to assist with the cleaning, you might find they have some old trick of the trade to remove stains and generally make it less of a chore.

Cleaning tends to be one of the most contentious issues at check-out, as in the main tenants don't realise the true cost of hiring professional cleaners. As an average, a cleaning contractor will charge around £15.00 per hour. Dependent upon size and condition of course, a kitchen can take around five hours, a bathroom two hours and bedrooms one hour. You can start to see how costs mount up, particular as the majority of student housing is larger than your average property.

Maybe it's worth considering as a group that it may be beneficial to all chip in toward the cost of a professional house clean, this way you can shop around for the best prices and time it so as its completed as the last tenant vacates. **(Leave the receipt in the kitchen once it's done for our representatives to see).**



When it comes to damage & decoration it will almost always be more cost effective for you to dedicate your own time into sourcing items and applying yourself in some way to rectify an issue to a satisfactory standard yourself.



Waste is one of the most prominent issues, it should be noted that your occupancy date is unlikely to coincide with the council waste collection date. In short, you have created the waste and you must take responsibility for its removal. We have a zero tolerance policy and expect to find zero waste at a vacated house. Following the last collection date other methods of waste disposal should be employed; the local household waste centre is located on Great Northern Terrace within the City Centre (LN5 8LG). As agents we cannot be expected to put waste bins out on collection day nor retrieve them

for you, after all you would not have been happy to take occupancy only to find you can't dispose of your newly opened boxes because the bins are full or worse still left over waste has caused a rodent problem.

All furniture and equipment should be placed back to its' original location and any furniture you have obtained must be removed.

Joint responsibilities ensure that all cupboards/store rooms have been cleared of personal belongings. The list below is a general guide and is not an exhaustive list.

All Rooms

Ensure removal of all personal belongings
Remove all traces of Blu-tac (staining/markings to walls is deductible)
Check behind radiators
Clean windows
Remove cobwebs
Wipe skirting boards, doors & frames. Wipe all surfaces
Empty & clean waste bins
Vacuum & clean floors (stains/burns/marks are deductible)
Check & clean under furniture



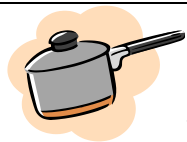
Bathrooms/Shower Rooms

Clean baths, shower cubicle/screen, basins, taps, toilets, tiles and mirrors.
Clean cupboards

Lounge

Remove any electrical equipment that you have sourced. (This includes TV's, freeview boxes etc. Please return any set top boxes & routers to their respective companies' i.e. Virgin Media. These items will be disposed of and cannot be recovered.)

Furniture and upholstery should be in a good clean condition



Utility/Kitchen/Diner

Ensure all personal belongings are removed from cupboards and drawers (including pin boards) NB. All products, cleaning cloths etc. should be removed.

All surfaces, cupboards, shelves, drawers to be cleaned

Tables and chairs to be cleaned

All pots, pans, utensils and glasses to be washed and left in a clean condition

Fridges emptied and wiped out, switched off and door left ajar

Freezers emptied, defrosted, wiped out, switched off and door left ajar

Toaster, kettle, microwave/hob/oven/grill to be cleaned and free from grease
Washing machine; make sure it's empty, clean filter, wipe down, leave door ajar
Iron and ironing board should be left in a clean condition
Wash mops/clean mop buckets
Empty Dustpans
Empty/clean the vacuum cleaner

Porches/Yards/Alleys/Patios/Gardens

Ensure that all personal belongings are removed from all outbuildings
All areas should be left rubbish/waste free and in a clean and tidy condition
Dustbins should be left clean inside and out
Remove BBQ's & road signs/cones – you will be charged per item in addition to the waste removal charge



Bedrooms (your room is your responsibility)

Please remove duvets and pillows
Check under beds, between mattress and bed base, all drawers and wardrobes
Drawers, shelves, surfaces and mirrors should be cleaned
Leave your mattress cover
Leave door locked

Remember that following your vacation, Lighthouse will conduct a check out inspection, if it proves necessary to appoint housecleaners, carpet cleaners, oven cleaners or contractors to dispose of any waste, you may be charged.

Again, the following deposit deductions list is general advice and we sincerely hope that you are able to take appropriate action to avoid these charges but as a guide here are estimated costings for typical scenarios;

Waste removal/disposal incl. all personal items, products & wheelie bins - £100.00

Carpet Shampoo per room - £65.00

House clean excl windows, cookers, fridges/freezers, extractor fans - £200.00

Cookers, hobs and extractor fans (kitchens/bathroom) - £100.00

Defrosting and cleaning fridges and freezers - £80.00 (per appliance)

Room redecoration (emulsion only, walls and ceiling) - £80.00

If you have any queries, please ask as we are here to help!