

**BEFORE YOUR DEPOSIT CAN BE PROCESSED,
THIS CHECKLIST MUST BE COMPLETED IN FULL
AND RETURNED TO WHITES WITH YOUR KEYS**

PROPERTY	
Tenant/s Names(S)	
Date vacating Property	

In order to ensure your move out is conducted in an efficient manner, we ask that you carefully read the points listed in the tables below and take action as necessary. It is your responsibility to ensure that the property, the fixtures, fittings and any furniture contained in the property are left in a good, hygienically clean and functional condition. We would recommend that you use a professional cleaner from our list of preferred contractors on page 4 (attached).

Please note that if cleaning is not carried out to a satisfactory standard, a professional cleaner may be employed, the cost of which will be deducted from your deposit.

The condition of the property at the move out inspection will be compared to your initial inventory allowing for a degree of fair wear and tear (Industry & TDS guidelines used). **Please follow the guidelines listed below and return the completed tick list:**

Please check through the following items:			✓
Kitchen	Work surfaces & Units	Wiped clean; free from grease and dirt	
	Sinks & Taps	Free from lime-scale when dry	
	Cooker & Microwave	Thoroughly cleaned, preferably by professional cleaners	
	Extractor	Grease free and filters replaced where appropriate; light bulbs working	
	Fridge & Freezer	Cleaned; turned off; doors left open	
	Washing Machine/ Dishwasher	Cleaned soap tray; turned off; door open; waste capped off if appliance removed	
Bathrooms	Bath, Shower, WC, Taps	Bleached; mildew removed; no lime-scale	
	Shower curtains/screens	Washed; free of lime-scale deposit	
	Tiles & Mirrors	Cleaned; free of lime-scale deposit	
Windows	Frames, glass & ledges	Cleaned inside and out; free of mildew	
Walls & Ceilings		Cobweb free; remove blue tac and sticky tape; excessive picture hooks to be removed, holes filled and repainted to match	
Woodwork	Skirting & Architraves	Wiped clean and free of dust and grease	
Floors	Carpets	Professional Clean (self- clean using a VAX or Rug Doctor is not acceptable)	
	Pets	Professional pet treatment to carpets	
	Hard Floors	Swept, washed or polished	
Switches/Sockets Light Fittings		Wiped clean and free of grease and dust. Replace any light bulbs that are not working	
Curtains & Blinds	Including Nets	Washed, ironed and re-hung. CHECK LABEL if to be dry cleaned; copy Dry Cleaning receipts to Whites	
Light Bulbs		All bulbs in place and working as per inventory	

Smoke Alarms & Carbon Monoxide Alarms		Replace batteries if necessary and leave tested/in working order	
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Please check through the following items:			✓
Chimneys	Whether chimney has been used recently or not	Sweep chimneys and give copy receipt to Whites	
Garage	Leave door locked	Sweep out and clear; excessive oil deposits to be removed from garage floor and driveway	
Garden		Neat and tidy; free from weeds; lawn mown All animal excrement to be removed Bare patches of grass to be re-turfed	
Rubbish		All to be removed and bins to be left empty (there will be a minimum £75 charge for any rubbish that we have to arrange to be removed)	
Personal Belongings		All must be removed	
Keys		All must be returned to Whites by the end of the last day of your tenancy	
Freestanding Items on Inventory		Must be reinstated to original position/room	
Cancel Standing Order		Cancel Standing Order with your Bank after your final rent has been paid	
Post		Redirect your post through the Post Office	
Forwarding Address		Supplied to Whites (see attached/page 3)	

Utilities

Please advise Whites of your final meter readings:

Electricity Reading:

Location of Meter:

Name of Supplier:

Gas Reading:

Location of Meter:

Name of Supplier:

Water Reading (if applicable):

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Location of Meter:

Name of Supplier:

Oil Tank Reading (if applicable):.....

Location of Tank:

NB Level must be similar to in-going level and under no circumstances should the tank be left empty. Please check this well in advance of moving out, especially during winter months.

If we cannot come to an agreement concerning the deductions and the return of your deposit, you can contact The Dispute Service Limited 1 The Progression Centre, 42 Mark Road, Hemel Hempstead, HP2 7DW.

Phone 0300 037 1000 Email deposits@tenancydepositscheme.com Web www.tenancydepositscheme.com The Dispute Service Ltd also offers a service for enabling a dispute relating to the deposit to be resolved without having to go to court.

<u>PLEASE CONFIRM THAT WORKS HAVE BEEN BOOKED OR INVOICES/RECEIPTS ARE ATTACHED BY SIGNING/DELETING BELOW AS APPLICABLE:</u>			
	Name of Company Appointed	Planned Date for Works	Pay From Deposit OR Copy of Paid Receipt to Whites?
Property Cleaning			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....
Cooker/Oven Cleaning			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....
Carpet Cleaning			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....
Chimney Sweep			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....
Oil/LPG Top Up			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....
Septic Tank Emptied			Deposit/Receipt Attached <i>(delete as applicable)</i> Tenant Sign.....

PLEASE NOTE, YOUR DEPOSIT REFUND CANNOT BE PROCESSED IF THE DETAILS BELOW ARE NOT FULLY COMPLETED

Forwarding address and contact telephone number for return of deposit:

Name:

Address:

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Postcode:

Telephone number:

Email address:

Bank details for return of deposit:

Account Name:

Sort Code: ___ - ___ - ___ Account Number: _____

SIGNED:

.....Date:

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Contact Numbers for Cleaners Recommended by Whites:

Carpets:

Pink Elephant Cleaning Co (Mike Rynne) (Can also arrange property AND oven cleaning)	07876 715 448
Gallagher's Cleaning (Rob Gallagher)	07886 711006
New Forest Cleaning (George Little)	0800 215 5505 or 07966 638102

General Cleaning:

Top To Bottom Cleaning Services (Lee)	07903 521156
Gallagher's Cleaning (Rob Gallagher)	07886 711006
S & K Cleaning Company (Karen McKeown)	07939 060940
Cleanup etc (Sally Harding)	07590 078 114 (sally@cleanupetc.co.uk)

Oven Cleaning:

Oven Spick 'N Span (Keith or Adam)	01722 500644 or 07554 971 770
Oven Cleaning Professionals (Alan Shearer)	01202 580770 or 01305 881001
Gallagher's Cleaning (Rob Gallagher)	07886 711006

Chimney Sweep:

Sarum Sweeps (Kevin Welfare)	01722 504328 or 07450 230 664
Dalen Cooker Services (Steve Warnes)	01722 413397 or 07808 203612
Steve Hopkins t/a Flexi Sweep	07749 204827 or 01722 415451

Gardening/Cleanance:

MGS Property Services	07983 538 781
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Window Cleaners:

Bevan's West End Cleaning Services	01722 328011 or 07768 241479
Bright Light Window Cleaning	07940 483 282
Reuben Addis	07983 314 842

Removals and Storage:

Black Hole Removals (good value removal solutions)	01722 742 747 (diverts to mobile)
Johnstones of Salisbury (Removals and container storage)	01722 337 384

*If cleaners **not** recommended by WHITES are employed at your expense, we reserve the right to instruct one of the above companies if the standard required by us is not met.*