

CHECK - OUT LIST FOR OUTGOING TENANTS

NAME(S):

PROPERTY:

DATE:

SHOULD THE FOLLOWING NOT BE COMPLETED TO A SATISFACTORY STANDARD - REDMAYNE ARNOLD AND HARRIS RESERVE THE RIGHT TO EMPLOY A CLEANER - THE COST OF WHICH MAY BE DEDUCTED FROM YOUR DEPOSIT

<u>CLEANING TO BE CARRIED OUT IN EVERY ROOM</u>	COMPLETED BY TENANT(S)	CHECKED BY RAH
Carpets professionally cleaned		
All internal windows to be cleaned including the frames and sills		
Skirting boards, picture rails and above every door wiped and dusted		
Light switches wiped		
Lampshades dusted		
Walls wiped where necessary		
Doors and door handles dusted and wiped		
Cleared of cobwebs especially in corners		
All carpets vacuumed including under furniture (ie bed, sofa)		
Vinyl floors cleaned including under fridge, cooker, etc		
Curtains to be dusted (professionally cleaned if you have been in the property for more than a year) and left hanging correctly on all the curtain hooks (replace any lost hooks)		
All drawers to be cleared and wiped out		
Check that all bulbs are working and replace where necessary		
All cupboards to be cleared of belongings and cleaned		
Vacuum cleaner bag to be emptied		

<u>BATHROOM/WC</u>	COMPLETED BY TENANT(S)	CHECKED BY RAH
Toilet(s) to be disinfected and bleached internally and externally and behind the bowl		
Bath/shower/basin to be left clean and de-scaled		
Pipes to be wiped		
Extractor fan to be dusted		
Mirrors to be dusted		
<u>KITCHEN</u>		
Fridge/freezer - wiped clean (inside, external sides and door), turned off and door left ajar		
Cooker - cleaned inside, external sides, door and hob - hob hood/fan to be de-greased and the correct new filter to be fitted		
Kitchen cabinets cleaned inside and out		
Any crockery that is left in the cupboards/drawers to be clean		
Dustbin to be disinfected inside and out		
Kettle and iron to be de-scaled		
Washing machine soap drawer to be cleaned		
<u>FRONT ROOM/DINING ROOM</u>		
Sofa/armchairs to be vacuumed under the cushions		
Dining table and chairs to be cleaned and dusted		
<u>BEDROOMS</u>		
Wardrobes to be cleaned and vacuumed internally		
Drawers to be cleared and wiped out		
The mattress on the bed to be turned and vacuumed		
<u>GARAGE/SHED</u>		
To be cleared of all of your belongings including rubbish		
<u>GARDEN</u>		
To be left and in a clean and tidy state, grass cut, beds and lawns free of weeds and no rubbish left		

- Can you please make sure that you use the correct cleaning products for the different surfaces, including polish for wood.
- Marks on walls can often be removed by careful use of a soft white plastic pencil eraser.
- Please inform the utilities and the Council Tax department once you have vacated the property.

METER READINGS: Electricity:

Gas:

Water: