



CHECK OUT PROCEDURES

Tenant/s: _____

Premises: _____

It is be expected that the property will be returned in a good, clean condition with all the cleaning completed. No further cleaning should be necessary after the vacation date as enough time will have been given for the tenant/s to clean the property before they vacate. All personal items must be removed.

All light bulbs must be working and battery operated items, including smoke alarms, must be checked to ensure they are working.

Problem areas generally fall into the following categories; these are the most common and it would be in the tenants' best interests to pay particular attention to these:

- Carpet soiling – spotting, staining, heavy shading & burn marks.
- Furniture damage – soiling, staining breakage ring and scratch marks,
- Curtains/Blinds – discoloured due to smoke, torn stained spotted or not freshly cleaned.
- Fireplaces – unauthorised use, chimneys not swept, damage to mantle or hearth.
- Parquet/wood flooring – heavy usage, scrape/scratch marks, staining, burn marks.
- Vinyl floor coverings – rips, scrapes, staining, pit/dent marks.
- Gardens – unswept patios/paths/driveways, non-maintained borders, shrubs, hedges and lawns.

CLEANING

Apart from general cleaning of the obvious, listed below are the most common areas missed which are noted at the check out and are listed on the check out report:

- All paintwork, skirting boards and architrave and picture rails.
- Ceramic tiles in kitchens and bathrooms.
- Flooring in kitchens and bathrooms.
- Flooring in kitchen/bathrooms and edges of carpets in all rooms.
- To make sure that all the carpets are shampooed prior to vacating the property.
- Remove crumbs and dust from drawers and clean units both inside and out.
- Clean all other kitchen appliances paying particular attention to the hobs, grill and oven, together with the oven door also to the refrigerator door, shelving and rubber seals. Also areas to the sides, bath and beneath appliances.
- Defrost and wipe fridge and freezer compartment.
- To the soap dispenser and filters of both the washing machine and dishwasher and the filter of the tumble dryer and to the rubber door seals, to any fitted extractor fans. Clean all ceiling and wall light fittings and shades and test that all bulbs are working.
- Clean between panels of double glazing.