

CLEANING CHECK LIST

At the end of each tenancy agreement all properties must be left in a clean and tidy condition, and particular attention must be paid to the following:

- ✓ Skirting boards wiped over.
- ✓ Doors and Woodwork wiped over.
- ✓ Light fittings and Switches clean.
- ✓ Cupboards- inside and out.
- ✓ Work surfaces.
- ✓ Cooker- including oven and grill (top and sides).
- ✓ Fridge to be defrosted, cleaned, switched off and the door left open (top, sides and seals), fridge seal to be cleaned.
- ✓ Sinks and taps.
- ✓ Clean tiles.
- ✓ Clean Bath and WC and Wash Basin.
- ✓ Kitchen and Bathroom floors to be mopped (if vinyl).
- ✓ Carpets vacuumed throughout.
- ✓ Windows cleaned- inside and out.
- ✓ Window sills to be wiped over.
- ✓ Furniture polished if applicable.
- ✓ Ornaments, pictures etc to be dusted if applicable.
- ✓ Garden (grass cut and borders weeded).
- ✓ All rubbish, newspapers, bottles etc. to be placed in bin liners.
- ✓ Bags of refuse to be placed outside ready for refuse collection.



VACATING FORM

Current Address:
Title: (Mr / Mrs / Miss/ Ms) Tenants Name:
Telephone Number(s): E-mail address:
Forwarding Address: Postcode:

UTILITY COMPANY INFORMATION: You (tenant) are responsible to close all utility accounts

Gas Supplied by: Please state (_____) Meter Reading: _____

Electricity Supplied by: Please state (_____) Meter Reading: _____

Water Supplied by: Please state (_____) Meter Reading: _____

On the day of your final inspection, we shall meet you at your property and compare the condition and furniture of the property to the original inventory pictures, which were taken before you moved in. We will come to a mutual agreement whether any deductions need to be taken from your deposit.

Both parties hereby agree for £ _____ to be refunding back to the tenant and if applicable the following amount of £ _____ is to be deducted from the deposit.

Reason: _____

Your deposit is protected by the DPS (Deposit Protection Service). Please log onto the tenant section on the website www.depositprotection.com when prompted. You will be notified by DPS to take action on your account to release your deposit once we have confirmed the deposit amount to be refunded back to you.

Both parties confirm that keys for the property have been returned back to the agent and the tenant has vacated the property on expiry of the contract or before. If vacated before, the tenant understands that they will still be liable for council tax and utility bills i.e. standing charges up until the fixed tenancy end date.

Tenant Signature: _____ **Metropolitan Group Signature:** _____

Tenancy end Date: _____ **Date of inspection and dates key returned:** _____