

# CHECKING OUT PROCEDURE

Before leaving the property the following must be adhered to: (if applicable)

- FRONT GARDEN: clean of rubbish and weeds
- PORCH/HALL: clean and free of junk mail
- LOUNGE: furniture dusted  
fire and grate cleaned out  
floor/carpet hovered and cleaned
- KITCHEN: sink and surfaces cleaned and cleared of dirty dishes  
oven and extractor fan cleaned  
cupboards emptied and cleaned  
floor hovered and mopped  
fridge and freezer defrosted, cleaned, switched off and left open to ventilate
- BATHROOM/S: bath and sink cleaned  
WC cleaned and bleached  
toiletries removed  
shower cubicles cleaned and bleached  
floor hovered and mopped  
condensation marks cleaned
- BEDROOMS: mattress checked and cleaned if stained  
furniture dusted (please check under furniture)  
personal items removed  
condensation marks cleaned
- HALL AND STAIRS: carpet hovered and cleaned  
furniture dusted
- GARDEN/BACKYARD: grass to be cut  
free of rubbish  
bins (blue and black) present  
bins emptied  
OFCH left with at least 75 litres of oil (enough for system not to require bleeding)
- WALLS: clean marks, condensation, remove blue tack and tape, no nails allowed.

FIRE EXTINGUISHER AND FIRE BLANKET needs to be filled and present.

HOOVER if present cleaned

BULBS have been substituted throughout the accommodation

Please note that any unwanted personal items (bedding, clothes, electrical equipment etc) need to be removed or tenant will be charged for removal. **Please return property to inventory/start of tenancy state. See over for charged applied.**

SCHEDULE OF COSTS	PRICES
<b>Cleaning</b> General Fridge Freezer Oven Hob Extractor Fan Carpets burns/indelible Stains Carpet cleaning to remove stains Maintenance of garden Clean chimney	£12 per hour (minimum call for cleaning £20) £40 £50 £20 Replacement cost £50 per room minimum Full cost of work £40 Minimum
<b>Removal of Rubbish</b> TV's or Monitors Electrical items Bin Bags	£30 per item £20 per item £5 per bag
<b>Repairs due to tenant fault</b> Unblocking Pipes/Drains/Sinks Replacement lock and keys/repairing door frames Replacement furniture Air lock to Boiler Bulbs Engineer call out Patch Paint Room redecoration Bled system Failure to return gas and or electric card Broken Glass	Full cost of work £80 minimum or full price Full cost of replacement £40 minimum £15 for first bulb and £5 for each bulb after £40 minimum (depending on call out cost) £30 minimum £100 minimum £40 minimum £20 Full replacement
<b>Wheelie Bin</b> Replacement Black bin and or Blue Bin full of un recyclable items	£50 £30 to empty bin
<b>Fire extinguisher equipment and re set of fire alarm</b> Fire blanket missing/tampered with Fire extinguisher refill Fire extinguisher replacement Electrician call to re set fire alarm	£20 £50 £60 £30
<b>Administration Cost (all listed costs are inclusive of VAT of 20%)</b> Deposit protection fee Late rent payment fee Notice to quit letter Letter/e-mail to guarantor and tenant for rent arrears, inspections (if house is dirty and or damaged) House/work call for not payment of rent and breach of contract if tenant and or guarantor fail to respond to our communication Refund of standing orders paid after end of tenancy due to tenants failure to advise the bank Administration fees for small claims – to be added in small claim application or deducted from deposit Enforcement of Judgment admin fee Additional check out inspection Inspection post cleaning notice charged if property is found unclean Check out inspection report copy Additional copy of lease Letter of references Early release from contract (new tenant found by Prop. Link) Direct tenant replacement (new tenant found by tenant) Notice to Quit re-letting fee Administration fee for cheques that are referred to drawer and no further cheques will be accepted Administering deposit refund to cover rent arrears or damages/TDS dispute Dealing with antisocial behaviour Admin cost Fail to check out Intentional obstruction of re letting during notice period (e.g. viewing refusal, property kept in poor condition) Pet disclaimer fee Unauthorised Pet fine Fine for removing any Property Link marketing material	£30 £30 £36 First Letter:£18; following letters: £24 £60 £30 £120 £350 £30 £30 £30 £12 £12 £420 £210 £420 £30 £120 £120 £120 £36 (charge per instance) £30 £120 £30

Please note that this is a standard letter to all our tenants giving notices and should not be taken as a personal reflection on the care you have taken in looking after the property.

Tenants whose deposits have been protected through the Tenancy Deposit Scheme should contact no 08450940740 to enquiry about deposit return.