

HANDING BACK YOUR PROPERTY CHECKLIST

In order for you to maximise your deposit return, you need to leave the property in a good clean condition. We have created this checklist for you.

YOU NEED TO COMPLETE AND RETURN THIS TO US AT THE OFFICE ALONG WITH YOUR KEYS.

KITCHEN	
<input type="checkbox"/>	Cooker, Hob & Extractor Fan including the oven racks are clean and has all its attachments (particularly any grill pans, oven racks).
<input type="checkbox"/>	Fridge freezer is emptied of any food, freezer has been defrosted, thoroughly cleaned and switched off with the door left open. Including shelves, drawers, front and side of appliances.
<input type="checkbox"/>	All cupboards are empty of food/goods. Cupboard door fronts, on top of cupboards, bottoms & shelves are wiped clean and all crockery removed.
<input type="checkbox"/>	All surfaces, worktops, dining tables, chairs are wiped clean with hot soapy water.
<input type="checkbox"/>	The kitchen floor is swept and mopped clean including between appliances and cupboards.
<input type="checkbox"/>	Paintwork, skirting boards and window sills have been wiped.
<input type="checkbox"/>	Other appliances e.g: Washing machines, dishwashers are thoroughly cleaned, inc drawers & seals
<input type="checkbox"/>	All light bulbs and smoke detector batteries in good working order.
LIVING AREA	
<input type="checkbox"/>	All carpets have been vacuumed.
<input type="checkbox"/>	Doors and Skirting Boards have been wiped clean.
<input type="checkbox"/>	Any rubbish and personal belongings removed.
<input type="checkbox"/>	Walls are wiped clean of any dirt, scuffs and hand marks.
<input type="checkbox"/>	All light bulbs and smoke detector batteries in good working order.
BEDROOM	
<input type="checkbox"/>	Carpets & furniture are vacuumed thoroughly and marks/stains removed.
<input type="checkbox"/>	Under sofas/chairs are clear of rubbish and vacuumed thoroughly.
<input type="checkbox"/>	Under sofa/chair cushions cleaned and vacuumed.
<input type="checkbox"/>	Other furniture eg coffee table, tv stands, side tables wiped, clean and emptied.
<input type="checkbox"/>	All tenants own furniture removed e.g. rugs, TV's
<input type="checkbox"/>	Paintwork, skirting boards, window frames & sills, doors and frames have been wiped.
<input type="checkbox"/>	All light bulbs and smoke detector batteries in good working order.
BATHROOM	
<input type="checkbox"/>	The toilet, sink, bath and shower have been thoroughly cleaned.
<input type="checkbox"/>	All surfaces including the floor are clean with hot soapy water.
<input type="checkbox"/>	Areas between tiles and grouting are free of soap residue, dirt and mildew.
<input type="checkbox"/>	All toiletries have been removed and bins emptied.
<input type="checkbox"/>	Paint work and skirting boards and window sills have been wiped.
<input type="checkbox"/>	Extractor Fans have been vacuumed to remove dust/fluff.
<input type="checkbox"/>	Shower Curtain cleaned / If still stained, replaced and re-hung with a plain white one.
<input type="checkbox"/>	All light bulbs are in working order.

<input type="checkbox"/>	Carpets vacuumed (including under bed and behind furniture). Check behind your mattress!
<input type="checkbox"/>	All personal possessions have been removed. Inc. Bedding, clothing, furniture, crockery, etc.
<input type="checkbox"/>	All posters, photos and blue tack/sellotape have been removed without damaging wallpaper/paintwork.
<input type="checkbox"/>	All furniture in the room at the beginning of the tenancy has been put back to its original position.
<input type="checkbox"/>	All curtains hung correctly on their hooks/ Blinds have been cleaned or dusted.
<input type="checkbox"/>	Paintwork, skirting boards, window frames & sills, doors and frames have been wiped.
<input type="checkbox"/>	Drawers, Desks and cupboards are empty and clean. Including desk chairs.
<input type="checkbox"/>	All light bulbs are in working order.
<input type="checkbox"/>	Doors are left unlocked and any additional locks you have fitted removed.

<input type="checkbox"/>	Make sure all rubbish is removed from the house & is in the wheelie bin. (The wheelie bin should not be overflowing with rubbish- if it is, you will need to take the excess rubbish to the local tip.)
<input type="checkbox"/>	Ensure the basement is clear of rubbish and any personal effects.

<input type="checkbox"/>	Cleaning of insides of all window panes and sills throughout the property.
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<input type="checkbox"/>	All keys issued at the start of the tenancy collected up.
<input type="checkbox"/>	Keys are tagged up with your name, room location in the house, property address and list of keys attached. The keys won't be accepted back without this.

<input type="checkbox"/>	Read the gas meter. Meter Reading: _____ Supplier Name: _____ (If you are in an all-inclusive house, just write Sugarhouse)
<input type="checkbox"/>	Read the electric meter. Meter Reading: _____ Supplier Name: _____ (If you are in an all-inclusive house, just write Sugarhouse)
<input type="checkbox"/>	Read the water meter (if applicable) Meter Reading: _____ Not all properties have one so check with Yorkshire Water
<input type="checkbox"/>	Ring the energy companies and arrange your final bills. The deposit won't be released until we have these. (this doesn't apply if you are in a bills-included property.)