



**SUGARHOUSE**  
PROPERTIES



## **IT'S ALMOST TIME TO SAY GOODBYE!**

As you will be aware, your tenancy at your current rented property will be shortly coming to an end. We'd like to take this opportunity to thank you for choosing Sugarhouse Properties and hope that you have had an enjoyable time in your property!

To help you with the moving out process, we have put together a quick guidance sheet. This is to help ensure the quick return of the joint deposit and provide guidance on what is required before keys to the property are returned to us. Please be sure to read this and follow the steps provided overleaf.

**PACK**

**CLEAN**

**KEYS**

**1 2 3**

**TURN OVER FOR MORE INFO >>>>**

# PACK

When packing be sure to **remove all belongings**. We recommend sorting through all items (particularly in communal areas) and splitting them into three categories;

## KEEP

These are the items that you will need to pack and arrange transportation to take with you.

## DONATE

There are many charity shops and food bank drop off points in the area. You will be emailed a list of drop off points so look out for this.

## DISPOSE

If you have no use for an item and this cannot be useful to others please dispose of these. Don't simply leave by the bins. If the bins are full please make use of the local tips and skips provided by the council. Again, a list of these locations will be emailed and posted on our socials.

# CLEAN

**If you return all keys for the property before 20th June 2022 we will arrange a light clean your house free of charge!\***

Simply contact the office on 0113 816 0131 for more info.

If you wish to undertake the cleaning yourself we have put together a checklist of what must be completed. Please note that if any of these items are missed that cleaners may be instructed and the cost of their visit deducted from your deposit.

To avoid this we recommend dividing the items listed between the group. If you are leaving the property on different dates we advise setting a date aside that you can all return and ensure the property is thoroughly cleaned.

# KEYS

**KEYS MUST BE RETURNED TO OUR OFFICE NO LATER THAN 11.00AM ON THE LAST DAY OF YOUR TENANCY.**

When returning your keys, we simply need you to return your keys in a sealed envelope or sealed bag with your name and property address abbreviation (E.G; 47 Headingley Lane will be 47HL) and a brief description of what each key is for i.e. front door, back door, etc.

**PLEASE LEAVE ANY BEDROOM DOOR KEYS IN YOUR BEDROOM DOORS WHEN LEAVING THE PROPERTY.**