

# HANDING BACK YOUR PROPERTY CHECKLIST

To avoid any cleaning charges being deducted from your deposit, you need to leave the property in a good clean condition. The following checklist is a guide of what is required from the tenants.

## KITCHEN

- Cooker, Hob & Extractor Fan including the oven racks are clean and has all its attachments (particularly any grill pans, oven racks).
- Fridge freezer is emptied of any food, freezer has been defrosted, thoroughly cleaned and switched off with the door left open. Clean shelves, drawers, front and side of appliances.
- All cupboards are empty of food/goods. Cupboard door fronts, on top of cupboards, bottoms & shelves are wiped clean and all crockery removed.
- All surfaces, worktops, dining tables, chairs are wiped clean with hot soapy water.
- The kitchen floor is swept and mopped clean, including between appliances and cupboards.
- Paintwork, skirting boards and window sills have been wiped.
- Other appliances e.g: Washing machines, dishwashers are thoroughly cleaned, inc drawers & seals etc.
- All light bulbs and smoke detector batteries are working.

## HALLWAY & STAIRS

- All carpets have been vacuumed.
- Doors and Skirting Boards have been wiped clean.
- Any rubbish and personal belongings removed.
- Walls are wiped clean of any dirt, scuffs and hand marks.
- All light bulbs and smoke detector batteries in good working order.

## LOUNGE

- Carpets & furniture are vacuumed thoroughly and marks/stains removed.
- Under sofas/chairs are clear of rubbish and vacuumed thoroughly.
- Under sofa/chair cushions cleaned and vacuumed.
- Other furniture eg coffee table, tv stands, side tables wiped, clean and emptied.
- All tenants own furniture removed e.g. rugs, TV's
- Paintwork, skirting boards, window frames & sills, doors and frames have been wiped.
- All light bulbs and smoke detector batteries are working.

## BATHROOMS

- The toilet, sink, bath and shower have been thoroughly cleaned.
- All surfaces including the floor are cleaned with hot soapy water.
- Areas between tiles and grouting are free of soap residue, dirt and mildew.
- All toiletries have been removed and bins emptied.
- Paint work, skirting boards and window sills have been wiped.
- Extractor Fans have been vacuumed to remove dust/fluff.
- Shower curtain cleaned, or if still stained, replaced and re-hung with a plain white one.
- All light bulbs are in working order.

## BEDROOMS

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

## RUBBISH

- 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.)
- Ensure the basement is clear of rubbish and any personal effects.

## WINDOWS

- Cleaning of insides of all window panes and sills throughout the property.

## KEYS

- All keys issued at the start of the tenancy present?
- Tagged up with your name, room location in the house, property address(abbreviation) and list of keys attached. **The keys cannot be accepted back without this.**

## METER READINGS (PLEASE COMPLETE THIS SECTION)

- Read the gas meter.  
Meter Reading: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_  
(If you are in an all-inclusive house, just write Sugarhouse)
- Read the electric meter.  
Meter Reading: \_\_\_\_\_  
Supplier Name: \_\_\_\_\_  
(If you are in an all-inclusive house, just write Sugarhouse)
- Read the water meter (if applicable)  
Meter Reading: \_\_\_\_\_  
Not all properties have one so check with Yorkshire Water  
(If you are in an all-inclusive house, just write Sugarhouse)
- 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.)