



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 info 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.



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 and food bank drop-off points in the area. Why not help out those less fortunate by donating unused/unwanted items?

DISPOSE

You will need to remove any leftover rubbish and unwanted items. Don't simply leave them by the bins. If the bins are full please make use of the local tips and skips provided by the council.

CLEAN

If you return all keys for the property before 20th June 2023, we will arrange a light cleaning for 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, then cleaners may be instructed and the cost of their visit will be deducted from the 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 so that you can all return and ensure the property is thoroughly cleaned.

*If all of the keys from the joint tenancy are returned on or before the 20th of June 2023, you will be eligible for a free light clean of the property. This will not cover a "heavy clean" and if the property is found to be left in a poor state then you will still be charged.

KEYS

Keys must be returned to our office no later than 11.00 AM on the last day of your tenancy.

When returning your keys, you need to make sure that you return them to us with a tag attached to each set stating 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.