

Pre tenancy ending information guide

Tenancy end date

Please check the tenancy agreement for the last day of the tenancy, key hand over and check out date must be **on or prior** to this date, should you require further information please email

Professional cleaning vs domestic cleaning

The tenancy agreement requires the property to be cleaned to a professional standard prior to the key hand over/check out date and time

The property cleaned to a domestic standard will **not be adequate** and costs will be incurred by the tenant to clean the property to a professional standard

To professionally clean thoroughly personal possessions are to be moved out of the property to provide access to all areas prior to the cleaners arrive

It is an accepted fact that in order to professionally clean the following is required, considerable time, physical energy, planning the process, professional skills to be spent on the task of cleaning, organising and moving furniture and possessions to facilitate access for cleaning, professional tools to be used, detergents and materials appropriate to the task to be used, to be cleaned thoroughly to a highest standard possible

Generally accepted that the **cheapest** quote is not the best cleaners as the cleaning to be completed to a professional standard and cleaning is time consuming. Best to obtain at least **three** separate quotes from different cleaners. If the tenant instruct cleaners then the tenant is responsible to ensure that the cleaners have completed the cleaning task to a professional standard and to obtain from the cleaner **a guarantee, cleaned check list, invoice including cleaners' full name, address, telephone no** and email to agent/landlord

Highly recommended that the tenants' conduct their own research

If the tenant is not prepared to complete the cleaning to the required professional standard then highly recommended **(option 1 as below)** and to instruct agent/landlord to use the appropriate cleaning professionals **after** the checkout and pay for the costs prior to the check out or instruct agent/landlord if agreed to deduct from the deposits **OR**

(option 2 as below) tenant to instruct professional cleaners' number of days prior to the key hand over/check out date and then remove from the property tenants' possessions prior to the cleaners arrive at the property. For the avoidance of doubt the cleaning must be **completed prior to the key hand over/check out date and time**

Ensure to obtain from the professional cleaners a **guarantee, cleaned check list, invoice including cleaners' full name, address, telephone no** for the costs **prior** to paying for the cleaning

The reasoning is that if the cleaning by the tenant's cleaners is not to the professional standard then the agent/landlord will also be instructing professional cleaners and the costs will be **payable by the tenant**

In most circumstances the property would have been occupied **for a year or more by number of tenants and visitors** and if the cleaning was not conducted to a professional standard consistently and regularly then end of tenancy cleaning **will require considerable time and effort**

Cleaning option 1

Instruct the agent/landlord in writing/email to carry out the cleaning **after** the key hand over/check out and then agent/landlord to send the invoice to the tenant to pay or if agreed to deduct from the tenancy deposit

Cleaning option 2

Tenant to instruct professional cleaners to **complete** cleaning of the property **prior** to the key hand over/check out date and time. Cleaning must be **completed prior to the key hand over/check out date and time**

[Should you require cleaners then please email a request](#)

Rubbish

All rubbish to be out of property, out of gardens and out of all bins, any rubbish out of the black wheelie bin and other bins are to be disposed by the tenant as the rubbish lorry will not take these, if rubbish left out of the bins the cost of transporting, rubbish tip costs and labour costs will be charged to the tenants

Any tenant's possessions remaining will be disposed and chargeable to the tenants

Gardens

All gardens are to be cleaned, lawns mowed, hedges trimmed to the boundaries

Drain gullies are to be clear of any debris, rubbish, all rubbish cleared out and disposed accordingly

Use of professionals

Highly recommended to use professionals to carry out specific tasks and obtain quotes in advance before the checkout date and check the open market for costs of services.

[For general maintenance and gardens following trades person is recommended](#)

[Maintenance & Repairs Peter Mejewski, mobile 07807 512 770, email piotrmajewski01@op.pl](#)

Check out

Ensure to inform utility companies and pay the final bills for the appropriate utility companies and ensure the rents are paid and up to date

Highly recommended to remove tenant's possessions prior to the cleaners arrive to facilitate clearing out and professional cleaning

Highly recommended to remove tenant's possessions prior the checkout day to facilitate the checkout inventory and hand over of keys

Delays for not being ready for the checkout is chargeable to the tenants

Check out appointment

Prior to the checkout time and date all tenants' possessions should be out of the property

Book the checkout time with the inventory company provided

Check out date should be on or prior to the last day of the tenancy

Inventory Company will meet at the property at the agreed time

Inventory Company will collect keys and conduct the check out

Inventory Company will post/email the checkout report to the tenants and agent and landlord

[For inventory check out following company is recommended](#)

[Paul, Maxine or Jackie, SRP Inventories, Tel 0203 670 6600, Email \[info@srpinventories.co.uk\]\(mailto:info@srpinventories.co.uk\),](#)

www.srpinventories.co.uk

Deposit return

Deposit return will be by bank transfer to the **lead tenant** as soon as accounts are agreed normally within thirty days after the ending of tenancy subject to the tenancy agreement conditions and any deductions

Ensure to email **lead tenant's** bank details to the agent/landlord on info@kingstonlettings.com

End of tenancy cleaning check list

<i>Throughout property</i>		Freezer	
dust through and polish		clean inside and out	
remove all cobwebs from ceilings		wipe door handles if sticky	
clean all spots off the walls if possible		Dishwasher	
clean mirrors and pictures		remove all grime, mildew, and food deposits	
clean top of picture frames		check filters	
light fittings and shades		Washing machine	
clean all switches		wipe down inside and out	
wipe all skirting boards		check the rubber seal	

wipe top of all doors		clean soap dispenser drawer	
wipe behind		Microwave	
wipe curtain rails		clean inside and out	
wipe fireplace and surrounding area		clean inside top of oven	
light bulbs			
ensure water is flowing freely into sink, wash basin and bath and shower drains			
Windows dusting light bulbs		Tumble dryer	
clean inside		wipe inside and out	
wipe down windowsills		clean dust and lint filters	
wipe doors, remove fingerprints		check handles and rubber seal	
clean top of the door		Oven	
Drawers and shelves		clean and degrease oven, hob, and grill	
clear out		clean grill pan and oven racks	
dust through and polish		clean the inner top of the oven	
Furniture		wipe clean the rubber seal	
wipe down tables		Toaster	
remove fingerprints		clean and remove any leftover crumbs	
remove cushions, Hoover inside sofa		extractor	
move beds and drawers, clean underneath		wipe clean if sticky	
move sofa, clean underneath		Miscellaneous	
Carpets		throw away any leftover rubbish	
vacuum through to edges		wipe rubbish bin inside and out	
move furniture for access		Bathroom	
Hard floors		clean taps and fittings; remove all lime scale and polish	
wash down and polish		clean soap dispenser	
•check for residual hair and dust		wipe and polish the radiator and towel rail	
Kitchen		Shower screen and tiles	
Cupboards and drawers		remove all lime scale and polish	
clear inside out		Bath, WC's, bidet, shower cubicles	
clean handles		check for hair around the drainage	
clean marks around handles		remove all lime scale	
throw away any unneeded items		polish tiles with dry cloth or paper	
Sink		Mirrors/glass	
clean		clean and polish	
descale		clean the toothbrush glass	
polish		Extractor fans	
Wall tiles		wipe clean from dust and dirt	
clean and dry		Pipe work	
Appliances		clean pipe work and plumbing behind the WC if accessible	
Fridge		Floors	
remove all grime, mildew, and food deposits		vacuumed and polished	
wipe door handles			
clean the rubber seal			

Further information

Should you require further information please email on info@kingstonlettings.com

I/we confirm a copy of this information was provided for retention by the tenant

Property details

	door no	street name	post code	Date	time
1					

Received by name

	first name	last name	phone number	email address
1				

Received by signature

1	
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Received by name

	first name	last name	phone number	email address
1				

Received by signature

1	
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