

Pre tenancy ending information

Tenancy end date

Please check the tenancy agreement for the end of tenancy date.

Key hand over and check out date should be **on or prior** to this date, should you require further information please email on info@kingstonlettings.com

Professional cleaning versus domestic cleaning

Please check link here,

www.kingstonlettings.com/wp-content/uploads/sites/13/cleaning-to-a-professional-standard.pdf

Check out

Ensure to inform utility companies and pay the final bills to 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 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 to be **out of the property**

Agent / Landlord will contact tenant to set up and agree the checkout meeting date and time

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 from tenant and conduct the check out

Inventory company will email online link of the checkout report to tenant, agent, and landlord

Inventory check in and check out company is SRP Inventories, Tel 0203 670 6600, Email 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 as soon as possible after the tenancy end date subject to the tenancy agreement conditions and any deductions

www.kingstonlettings.com

Ensure to email **lead tenant's** bank details **sort code, account number, account name** to the agent/landlord on info@kingstonlettings.com

Cleaning check list

Link here

https://www.kingstonlettings.com/wp-content/uploads/sites/13/cleaning_check_list.pdf

Further information

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

Received by

	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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Updated August 2023