



Moving out checklist & cleaning guidelines	
<u>Item</u>	<u>Check</u>
All items are present, correct and in the same condition as outlined on the inventory	
The house is cleaned as per the Cleaning Guidelines below – tick off as you work through it	
The mattress cover provided has been washed and is left folded up on your bed	
All parts to the Hoover are present and correct	
The condition of the house is as per how it was received; as captured on the start of tenancy photos	
All personal items have been removed	
The garden (where applicable) is tidy	
All rubbish has been removed from the premises	
All rent is paid and up-to-date	
Ensure all keys are present and left <u>together</u> in a central location and the lead tenant is aware of the location ready for the check-out meeting	

Cleaning Guidelines

We factor in a set time for a changeover clean by professional cleaners. We onward charge any costs over the number of hours we are advised by the cleaning company is typical for the type of property in question. To avoid or minimise any additional charges the following guidelines should be followed:

Bedrooms

Step one is to take care of dust and dirt. The best way to tackle this is to wipe rooms from top to bottom.

- Remove cobwebs from ceilings and corners
- Dust reachable surfaces – wardrobes, shelving and cupboards
- Wipe accumulated dust and dirt from top of doors
- Wipe accumulated dust from top of picture frames
- Wipe dirt off curtain rails
- Properly vacuum and dust both sides of curtains and blinds

- Wipe and polish mirrors, pictures and other wall hangings
- Wipe off dust from skirting boards and decorations
- Dust off all light fittings and lampshades
- Clean and polish metal ornaments
- Wipe and polish switches
- Remove/repaint dirty marks from walls
- Carefully clean power sockets and extension cords
- Thoroughly vacuum all mattresses
- Mop hard floors and laminate

Bathrooms

Dirt and mildew are most visible and least tolerable in bathrooms. Toilets, showers, tiles and baths should be cleaned and polished as well as possible.

- Clean basins, taps and fittings
- Remove hard water stains
- Remove limescale if present
- Scrub and rinse soap dispensers
- Wipe and polish radiators and towel rails
- Scrub and rinse toilet and bidet
- Clean plumbing behind toilet if reachable
- Wipe marks and stains from shower screens
- Scrub and rinse bath marks and signs of mildew
- Make sure to clean drains
- Wipe and polish mirrors and glass surfaces
- Descale, rinse and wipe showerheads, taps and metal surfaces
- Scrub and rinse accumulated dirt from the toothbrush area
- Clean extractor fans
- Wipe reachable bathroom tiles

Kitchens

Cleaning the kitchen is a quarter of the job. Your kitchen is most likely to be the most used room, not to mention the most heavily exposed to various germs and dirt.

- Wash and polish all worktops, countertops and the sink area
- Clean inside cupboards, drawers and shelving
- Throw leftover food and carrier bags away
- Wash and polish sinks and shine taps
- Remove accumulated limescale
- De-grease and polish wall tiles
- Remove mould growth between grout
- Clean and de-grease ovens internally and externally
- Clean grime from extractors and hobs
- Scrub gas rings and gas control knobs
- Clean microwaves inside and out
- Clean out the fridge/freezer
- Clean the washing machine inside and out
- Clean the dishwasher inside and out
- Clean exterior of all appliances
- Sanitize the bins and remove rubbish
- Clean outside of cupboards and drawers
- Stack and arrange cutlery, utensils and other dining accessories
- Clean inside of windows and wipe down sills, ledges and frames
- Wipe dirt from woodwork (doors, handles, doorframes, furnishings and skirting boards)
- Wipe down radiators if applicable and accessible
- Remove dust from plugs and light switches
- Vacuum, mop and polish floors

Furnishings

Landlords or their letting agents will pick up dirty furnishings upon their inspections. You must carefully wipe, vacuum and clean all furnishings.

- Wipe and polish tables, countertops and other worktop surfaces
- Make sure you remove all fingerprints and marks
- Look out for oil stains
- Take sofa cushions outside and pound them until the dust is removed
- Vacuum the sofa with and without its cushions on
- Move all furnishings to vacuum underneath
- Wipe and polish all wooden units

Carpets

Carpets always come under scrutiny from landlords/letting agents. Carpet cleaning is one of the hardest jobs to tackle, but the best way to do it is to hire a carpet cleaning machine.

- Thoroughly vacuum all carpet edges
- Move furniture and vacuum underneath
- Steam clean, if possible
- Try hand-washing stains if a carpet cleaning machine is not available

Windows

Everything within your rental property should be subject to a thorough clean before you move out. Cleaning the inside of the windows is no exception.

- Remove any marks, fingerprints and oily stains
- Wipe down to prevent streaks when drying
- Dust off and clean windowsills
- Wipe down frames
- Dust off blinds, curtains and shades

Drawers, cupboards and shelves

It's quite common to forget to clear a drawer or cupboard that you don't use often. Always inspect each drawer, cupboard and shelf.

- Clear drawers inside and out

- Remove any unnecessary items or leftover goods
- Wipe down the inside and out
- Wipe around handles

Fridge/freezer

Check your tenancy agreement to see if your landlord wants the fridge/freezer turned on or off upon check-out. To clean it properly, you may need to defrost the freezer or at least turn it off a day in advance.

- Remove dirt, mildew and leftover food
- Wipe and polish handles
- Clean rubber seal
- Move it and clean underneath and behind
- Dismantle, wash and rinse slots, grills and shelves inside
- Wipe and polish the exterior

Appliances

You will need to check your tenancy agreement regarding your responsibilities on cleaning appliances.

The dishwasher

- Clean the dishwasher of food and soap deposits
- Remove all dirt, mildew and food deposits
- Inspect and clean filters
- Wipe the rubber seal
- Move it and clean underneath and behind
- Wipe the soap dispenser drawer and remove marks and stains
- Wipe down handles

The washing machine

- Clean the drum from leftovers and stains
- Inspect and clean filters
- Inspect the rubber seal
- Move it and clean underneath and behind

- Wipe the soap dispenser drawer and remove marks and stains
- Clean handles

The tumble dryer

- Clean inside and out
- Inspect the rubber seal
- Clean the soap dispenser drawer
- Inspect and clean the filter

Ovens and microwaves

- Clean and de-grease oven, extractor fan, hob and grill
- Clean and de-grease the microwave
- Scrub off food deposits and grime
- Clean grill pan and oven racks
- Clean the inner of both the oven and microwave
- Inspect and wipe the rubber seals
- Inspect and wipe all buttons
- Clean exterior and remove stains and marks

The toaster

- Clean, wipe and polish the exterior
- Remove any food deposits and bread crumb leftovers
- Clean within as much as possible
- De-grease handles
- Remove grime

Smaller details

There are many smaller tasks that you'll also have to remember in order to get your full deposit back. Remember to:

- Clean and dry all kitchen tiles
- Get rid of leftover rubbish
- Rinse out rubbish bins

- De-grease fans and extractors

Tenants, make sure to tick off everything on this cleaning checklist to have the greatest chance of getting your full deposit back when you move out.