

End of Tenancy Checklist

Before preparing to leave, please refer to the following documents:



Read your Tenancy Agreement, paying particular attention to any special conditions.



Check your Schedule of Condition/Inventory to ensure the property is returned in the same condition as at the start of the tenancy, allowing for fair wear and tear.

Please use the checklist below to help ensure the property is ready for the end of tenancy inspection:

Cleaning



Deep clean the kitchen, including cupboards, worktops, sink, oven, hob, extractor, and all appliances (inside, outside, seals and filters).



Defrost and clean the fridge/freezer, leaving it switched on.



Deep clean all bathrooms, removing limescale from taps, sinks, baths, showers and toilets. Clean tiles, grout, sealant and shower screens/curtains.



Vacuum and clean all floors and carpets.



Clean all internal windows, internal glass, doors, skirting boards, windowsills and other woodwork.



Clean external windows where safely accessible (not required for flats).



Clean any curtains, blinds and upholstery provided with the property.

Outside Areas



Mow the lawn.



Weed all flower beds, borders, pathways and shingle driveways, trim any foliage that has become overgrown.



Sweep patios, decking and paths.



Remove and dispose of leaves, garden waste and any personal garden items, furniture, toys or equipment.

Repairs & Maintenance



Remove all personal belongings, rubbish and any furniture not belonging to the property.



Return the property in its original decorative condition. Do not attempt paint touch-ups unless you have the correct paint. Please contact us before undertaking any alterations.



Replace any failed light bulbs and check smoke and carbon monoxide alarms are working. Replace batteries in the alarms where necessary.



Ensure all refuse bins are left clean, tidy and clear.

Property-Specific Requirements (if applicable)



Refill the oil tank to the level recorded at the start of the tenancy.



Arrange septic tank emptying (please check with us first).



Arrange chimney/wood burner sweeping and leave the certificates in the property.

Utilities & Moving Out



Take final meter readings and notify your utility suppliers.



Inform the local authority for Council Tax.



Cancel your rent standing order after your final payment has cleared.



Arrange Royal Mail redirection and update your forwarding address with relevant organisations.



Complete and return the End of Tenancy Form.

Keys



Return all keys, fobs and parking permits to one of our offices.

Please check you have removed all belongings before returning the keys, as access cannot be given afterwards.

Receipts



Please leave copies of any receipts for:

- Professional cleaning
- Window cleaning
- Chimney sweeping
- Septic tank emptying
- Oil delivery

Professional Cleaning

A professional end of tenancy clean is not compulsory but is recommended if you are unable to clean the property to the required standard.

If you choose to use one of our recommended contractors for a full end of tenancy clean, they are familiar with our expected standard, reducing the likelihood of cleaning-related deposit deductions.

Pete Ward – Norwich Property Clean

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