

## HOW TO ENSURE YOU GET 100% OF YOUR DEPOSIT BACK CHECKOUT CHECKLIST

### Checkout Checklist

Following this checklist should help to ensure you receive 100% of your deposit back, by preparing the property for your checkout inspection.

All personal possessions must be removed prior to the checkout and the property must be ready for inspection at the agreed time, including the return of all keys.

#### Cleaning:

- have your property cleaned or clean it yourself to a professional standard
- defrost your freezer and clean all fridge and freezer compartments
- thoroughly clean your grill/oven/hob and replace the extractor fan filter
- clean out your washer/dryer powder drawer and fluff filters
- dust/clean all light fittings
- clean your windows inside and out
- damp wipe kitchen units inside and out, skirting boards, window sills, doors etc
- carpets and curtains to be professionally cleaned (please show us the receipt)
- have your chimney swept (if it's a working chimney!)

#### Outside:

- mow your lawn
- tidy garden by weeding bedding, trimming hedges etc
- leave your wheelie bins empty and remove any rubbish
- remove your goods and rubbish from sheds and outhouses.

#### Other requirements:

- remove your goods and rubbish from lofts and cellars
- all items to be returned to their original places as described on the Inventory
- any damaged, broken, or lost items beyond fair wear and tear should be replaced
- any marks/scuffs to walls beyond fair wear and tear should be made good and colours be matching to the original colours/style
- bed linen (where supplied) should be laundered, ironed and stored neatly in the appropriate room. Mattresses will need to be examined – beds should not be made up
- provide new batteries for the smoke alarms (leave in packaging)
- replace any light bulbs not working
- arrange post redirection with Royal Mail
- cancel your bank standing order for rent payments after you have paid your final rent
- notify your utility companies of your move out date and forwarding address
- don't get carried away by packing items which belong to the property – grill pan handles, light shades etc.

### Getting help

We can put you in touch with number of local companies which provide services you may wish to use to prepare the property for checkout, including house cleaners, carpet cleaners, removal/storage companies, oven cleaners, gardeners, decorators and window cleaners. Please call South Scotland Lets office on number \_\_\_\_\_ for details.