



## Guidelines for final inspection /checkout

To avoid discrepancies, it is advisable that you arrange to be present for the checkout.

If there has been an appointment made for the checkout to be made and you fail to be present, the checkout inspection will proceed regardless.

If you have made an appointment for the checkout and, at that time you are not in a position to vacate or hand over the property (return keys), you will be charged rent until the final surrender of the keys and may be charged a reasonable administration charge for returning to check the property

We will return your deposit/bond subject to the above conditions and the accommodation being in a clean and re-lettable state when you leave. We require a forwarding address for you for administration purposes

### **Personal items/furniture**

On vacation the property must be returned to the landlord without any of your personal items/furniture or rubbish left at the property. There will be a charge for removing such items if you do.

### **Fair Wear and Tear**

We accept that normal wear and tear for the period of your accommodation but please note that replacement of the damaged item where it is either severely or extensively damaged or beyond economic repair or, its condition makes it unusable. Damage, breakages, cleaning and re-decoration will result in deductions from your deposit/bond.

#### **Fair wear and tear – this means making an allowance for: -**

1. The original age, quality and condition of any item at commencement of the tenancy
2. The average useful lifespan to value ratio (depreciation) of the item
3. The reasonable expected usage of such an item
4. The number and type of occupants in the property
5. The length of the tenants occupancy

For example, to have a single oven/hob cleaned £35.00, a room carpet clean would cost £45.00, (subject to inspection). Clearance of household rubbish/items can be expensive due to local authority tipping charges. As you can see items like these will soon use up your deposit/bond and more besides. We do not want to make unnecessary charges against your deposit/bond.

## **Cleaning**

Ensure that windows are cleaned inside and that sills are free from condensation mould, cobwebs or dust.

*General cleaning* – all rooms should be clean and tidy, and carpets should be vacuumed, paintwork wipe down (skirtings etc.)

### *Kitchens*

- a) Check all appliances are cleaned inside and out (Microwaves, ovens, hobs, fridges etc.)
- b) Discard all foodstuffs (inc fridge/freezer)
- c) Defrost freezers and leave doors to fridges and freezers open
- d) Ensure all cupboards are clean inside – wiping insides if required
- e) Clean extractor fans
- f) Cushion flooring should be moped

**Only use recommended cleaning products for certain items with special finishes, such as ceramic hobs or hand painted kitchen units**

### *Bathrooms*

- a) Clean any extractor fans of dust/grime
- b) Ensure sanitary ware are clean and undamaged, please apply bleach to toilet bowls
- c) Grouting around baths/showers should be cleaned of any mould by scrubbing with bleach
- d) Cushion flooring should be moped

*Waste* – All rubbish and unwanted items of furniture should be removed prior to the final inspection, as once the keys are surrendered and items requiring removal will be charged for. Only one black refuse sack is permitted and to be placed at the appropriate point for collection by the local authority

## **Laminated Flooring**

Surface scratches, nicks and minor indentations are considered to be consistent with fair wear and tear. Drag marks, deep scratches or scrapes, burn marks and stains are considerable to be chargeable as damage.

## **Gardens**

You are responsible to ensure that the gardens are in a tidy state and that any grass is cut to a suitable length. All garden furniture belonging to you should also be removed (including gas bottles for BBQ's)

## **Utilities**

**On your vacation, you will be responsible to inform the utility companies of the meter readings and your new address.** Please also inform us of these readings

If you have installed a token meter for the electric or gas, please ensure these are returned to normal credit meters before you vacate. You will be responsible for any charges (including standing charges or other debts recorded on the meter until these are changed.

## **Viewing prospective tenants**

As per the tenancy agreement we may wish to show prospective tenants through the property before you vacate. If we do, we will of course give you advanced warning of such viewings. Your co-operation by having the accommodation clean and tidy would be appreciated.

## **Returning keys**

Where you have vacated without an arranged inspection, please do not leave the keys with any other person. Return all keys, including copies direct to our office. Should no keys be returned, the cost of changing all the locks will be deducted from the bond held.

## **Bond Refunds**

All deposit/bond refunds will be sent via BACS transfer and in the case of joint tenancies, unless otherwise informed in writing to the contrary will be to one named party.

Please ensure that any standing order has been cancelled AFTER the final rental payment, refunds will incur a small admin charge.

In order that the checkout will be recorded accurately, please ensure that all items of furniture or items on the inventory are in the places as set out in the document. If unsure, we can provide you with a copy of the original inventory to avoid any doubt. Should it be required for the landlord or us to move any bulky or heavy furniture to another part of the property, a reasonable charge will be applied.

If vacating during winter months, please turn off the water stop cock to prevent burst pipes

Your consideration is appreciated for vacating in this manner as it helps the next tenant to settle in quickly and without unnecessary delays in preparing the property and charging this to your deposit held.

Thank you for letting through Michael G. Lewis & Son - The Home of Property Management in Swansea

Michael G. Lewis & Son  
Letting Agents & Property managers  
54 Mansel Street  
Swansea SA1 5TE

Tel: 01792 456871  
<http://mglewisandson.co.uk>