



Move out – Guidance Notes

Check-out procedures:

- All items should be placed in the rooms described in the inventory.
- All china, glassware, kitchen utensils, etc., should be clean and accessible. Any packed away during the duration of the tenancy must be unpacked, cleaned and returned to the correct position.
- It is expected that the property will be in a similar condition of cleanliness as at check-in.
- Beds should not be made up as they need to be examined.
- Bedding and linen should be clean and placed neatly on the bed (if applicable).
- All keys must be available.
- You must be ready to vacate the property and hand over the keys on or before your move out date.

The following notes have been written to help facilitate a problem free move at the end of your tenancy:

It is the tenant's responsibility to return all items to their original position at the end of the tenancy. Should the property manager have to search for items it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their correct positions.

Zone Letting must be informed of any items removed from, or added to the property. Failure to do so may result in charges being made for replacement of items removed.

All items on the inventory are assumed to be in good, clean, undamaged order unless qualified by a marginal note.

Cleaning

All cleaning must be thorough. The main areas of concern are sanitary ware, windows, hard and vinyl floors, woodwork, kitchen appliances, ovens inners, fridge and freezers defrosted and cleaned, cooker hobs and hoods, kitchen sink, kitchen units inners and doors, shelves, skirting's, sills and edges, light switches and sockets, all sanitary wear, showers and shower screens or curtains, wardrobes and drawer units, bed frames, under and behind beds, replace all blown light bulbs.

If the standard of cleaning is not satisfactory, Zone Letting will employ a contract cleaner and their charges will be deducted from the deposit.

Carpets

All carpets should be thoroughly vacuumed. Depending on the agreement and/or length of tenancy they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensatory costs will be made towards any further damage such as stains or cigarette burns. If a carpet is badly marked or damaged, you may be charged for part or all of the cost of replacement.

Walls

All walls should be checked for marks and scrapes. If you consider marked areas to be excessive then you should arrange to have these painted. If a wall is badly marked or damaged, you may be charged for putting this right.

If you have decorated using a different colour we may ask you to paint it back to its original colour.

Crockery, China & Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans and such like. If damage has occurred beyond fair wear and tear, compensatory or replacement costs will be deducted from the deposit.

Decorations

It is accepted that during the course of normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive, charges will be deducted from the deposit. For example, hooks and nails driven into walls, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excessive damage to woodwork.

Beds

Beds, bases, mattresses, and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning charges, or a percentage of the replacement cost as appropriate. Linen and bedding, if any, should be left clean.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, burns, soiling and damage to joints, and charges made as appropriate. Repair costs and re-polishing costs are high. It is in your interest to protect the furniture.

Soft Furnishings

It is expected that these will be in a similar condition to the start of the tenancy. Any staining, soiling or excessive discolouration will attract cleaning charges.

Keys

All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost, you may be charged replacement costs for the locks. If you have extra keys cut, these should also be returned.

Gardens

Not applicable to shared gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding of beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs.

If the standard of the garden is found to be untidy, compared with the commencement of the tenancy, Zone Letting will employ a contract gardener and their account will be deducted from the deposit.

Check-out appointment

It is most important

1. That all cleaning has been completed prior to this time.
2. That all personal items have been removed.
3. The property is ready to be handed over and tenants ready to vacate.

At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the landlord. This report will indicate whether, in our opinion the tenant is liable for the deterioration or whether it is considered fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.



If you need further information call your local office
Glasgow: 0141 333 0990
Edinburgh: 0131 225 7799