



END OF TENANCY FACT SHEET

WHEN YOU MOVE OUT YOU NEED TO LEAVE THE HOUSE IN THE SAME STATE IT WAS IN WHEN YOU MOVED IN, EXCLUDING FAIR WEAR AND TEAR. IF YOU DON'T, YOUR DEPOSIT IS AT RISK AND DEDUCTIONS ARE LIKELY TO BE MADE:

- All furniture and items on the inventory must be relocated back to the original rooms they were in at the start of the tenancy. Please carefully check that all items are present and replace any missing items. If items are not left in their original positions then Homefinders reserve the right to charge an admin fee to the tenant(s) at an hourly rate pro rata.
- Plan for the cleaning: It will take at least 2 days
- Wash curtains and net curtains, or have them dry cleaned if they are not washable.
- Clean the windows inside and out or get a window cleaner.
- Cookers should be thoroughly cleaned inside and out with an appropriate cleaner. Do not use chemical cleaner(s) on self-cleaning panels.
- Extractor hoods should be cleaned and have a new filter fitted.
- Carpets must be cleaned to a professional standard which generally will mean having them shampooed. If you decide to get a professional firm to carry this out for you, please keep a copy of their receipt for us.
- Where possible, pull out and clean behind the oven, fridge, washing machine etc. Fridges should be defrosted, cleaned and turned off. Please ensure you do not use any sharp objects or any other implements which may cause damage to the freezer when removing ice during the defrosting process. Remember to leave the door ajar to prevent mould.
- Soap dispensers in washing machines should be thoroughly cleaned.
- Clean inside and outside of the kitchen cupboards – clean on top as well!
- All cupboards/wardrobes and drawers should be emptied and cleaned thoroughly inside and outside.
- Clean tiles and walls in the kitchen as they are probably greasy.
- Get all the stains off and remove limescale from the kitchen sink.
- Clean any mould on bathroom walls, ceilings, tiles and shower curtains.
- Thoroughly clean and remove limescale from the shower, sinks and toilets.
- Thoroughly clean skirting, doors and door frames, windows and window frames.
- Carefully clean light switches, light fittings, lampshades and walls.
- Please check the walls, ensuring that there are no traces of blue-tac or any posters left up. Clean any marks off and if you have very dirty walls you may find it easier to buy some emulsion and paint over. If you do this you must re-paint a whole wall, and ensure it is the same colour as the remaining walls. Do not touch up with emulsion as this will more than likely turn out worse than the dirty marks. If there are any small holes in plaster work remember to fill these before repainting.
- Gardens should be left in a neat and tidy state with lawns mowed and borders weeded. Tidy the garden and get rid of garden waste. You can buy special green bags from the city council and put them out with your usual rubbish. Visit: <http://www.oxford.gov.uk/utilities/local-service-shops.cfm>
- Rubbish should be removed from the property as charges may be incurred for the clearing of rubbish after the tenancy has ended.

OTHER POINTS TO REMEMBER:

- If you have a standing order with us please remember to cancel this at the end of your tenancy as we are unable to cancel this on your behalf. Your bank will not accept instructions from a third party (e.g Homefinders).
- Arrangements should be made for post to be redirected/forwarded automatically.
- Please provide us with forwarding addresses for you so that we may send a cheque for the deposit return.
- Please provide us with the names of the companies supplying the property with gas and electricity if these were changed during the tenancy.
- Make sure that you contact the utility companies (gas, electricity and water) as well as the council tax department at the council to let them know you are vacating the property and give them your forwarding address for bills if these are not included in your rent. You will also need to give the meter readings for gas, electricity and water if this is metered. Please make sure all utility accounts are settled.
- All sets of keys must be returned to Homefinders offices at 151, Walton Street by the end of the working day of the end date of your tenancy.
- By prior arrangement only, the following may be agreed in exceptional circumstances:
 - The keys are posted through Homefinders letterbox after working hours on the evening of the last day of the tenancy so that Homefinders receive them by 9.00 a.m. The following day.
 - A set of keys may be left in the property only if another copy has already been returned to Homefinders previously.
- Failure to return keys will result in a charge for the cost of changing the locks and extra rent being charged for the period of the end of tenancy until the date a locksmith changes the locks (we will not instruct locksmiths at weekends).