

MOVING OUT (icon)

At the commencement of your Tenancy an Inventory and or Schedule of Condition will have been carried out at the property. This document will be used at the end of your Tenancy to conduct the check out. This will compare the initial document with the property on the day that you vacate. A deposit will have been taken for safekeeping at the commencement of the Tenancy and your Landlord may ask to deduct money from your deposit for any dilapidations which are your responsibility. We recommend that you review and action the following check list in preparation to vacating your property. By following this list you should minimise the possibility of any potential claims against your deposit money. If you require any further information you should contact LPG Property Management

Notes for Vacating Tenants

It is in your interests to present the property in a condition similar to when you moved in. Failure to do so may result in charges being made to your security deposit.

- All items to be placed in their original position as described in the Inventory.
- All windows must be cleaned on the inside and interior window frames and ledges must be wiped clean throughout.
- Ceilings and walls must be cobweb free.
- All washable wall surfaces to be washed down and left dust, dirt and stain free.
- Skirting boards to be washed over and dust free.
- Curtains - nets to be washed ironed and rehung.

Kitchen curtains to be cleaned and rehung. Other heavy curtains to be professionally cleaned, if stained.

- Floors - to be vacuumed throughout and carpets to be professionally cleaned, if stained. Kitchen and bathroom floors to be washed.
 - All wooden furniture to be dust free and polished, if required.
 - Cooker to be cleaned thoroughly with oven cleaner, do not forget shelves in the oven, the glass door, grill pan and oven trays and changing the extractor hood filter - if applicable.
 - Microwave, if applicable, to be cleaned on the inside and outside.
 - Refrigerators and freezers should be defrosted and wiped out. The door must be left open and the appliance switched off.
 - Baths, WC's, shower screens, wash hand basins and kitchen sinks must be cleaned.
 - Mattress and pillow protectors must be washed.
 - Insides of cupboards and drawers must be cleaned.
 - The garage, if applicable, should be swept out.
 - The garden, if applicable, should be left in a clean and rubbish free
 - Washing machine soap dispenser must be washed and the filter cleaned.
 - All lampshades to be dust free and light bulbs replaced where necessary.
 - Vacuum cleaner bags to be emptied and filters cleaned.
 - All rubbish/food, unwanted items of furniture/belongings, must be removed from the property/garden.
 - All keys must be returned no later than at the check-out appointment to the LPG Property office.
- LPG Property will be able to assist with recommended cleaning companies, and carpet cleaners. Be sure to start planning this work well in advance of your vacation date. Some Students within your property may leave early and it may become difficult if left to the last minute to gather funds from everyone to pay for the cost of this work.

The Check-Out

Once you have handed in all keys associated with your property and all of your belonging have been removed, LPG Property will then contact the Landlord of your property to start their inspection report. They will assess the condition of the property and fixtures and fittings according to their condition when you moved into the property. The Landlord will point out any damage to LPG Property via photographs and this will be noted on your deposit returns document added to this if there are any cost of rectifying any damage this too will be documented and added to your deposit returns form. The period of time between the Landlord conducting their inspection report and the money being returned will be kept to a minimum of 5 weeks although this will depend on the extent of the potential works. If you wish to dispute any of the Landlords findings or quotes for the work, you should do so in writing and or phone them directly (number provided on deposit return document). This is to prevent any confusion on matters that have already been agreed. Remember to re-direct any post prior to you leaving as this will not be forwarded to you once you have left the property. You are responsible for all reasonable removal or storage costs in the event of you leaving items at the property. Please refer to your Tenancy Agreement which will explain how this process is operated. Additional copies of this handbook can be found at www.lpgproperty.com/students!!!!!!

N.B. Any reference to you within this document refers to all of the Student Tenants and any applicable Guarantors being jointly and severally liable.
