



Sanderson  
Weatherall

# Check-Out Guide



# Key Information

## Providing Your Notice:

It is important when you decide to vacate your rental property that the correct notice is provided to SW. your notice requirement will be stated in your tenancy agreement. However, this is usually **one month's notice from your rental due date.**

## Check-Out Process: Step by step...

- 1) Provide Your Correct Written Notice
- 2) Confirm Your Exit Date
- 3) Arrange a Time to Hand Back Your Keys
- 4) Meet the Agent at the Property for the Check-Out Inspection
- 5) Agree deposit deductions
- 6) Apply for your deposit to be refunded



## Why not arrange a 'pre-checkout' inspection?

We understand moving out can be a stressful time, which is why we aim to make things as easy as possible when your tenancy comes to an end.

Here at SW, our aim is to return deposits in full wherever possible. We pride ourselves on our low level of deposit disputes.

If you need any guidance on how to ensure your rental property is handed back in the correct standard, or if you require any advice on how to get your full deposit back, contact us to arrange a pre-checkout inspection!

This can be done between 1-2 weeks prior to your vacating date, allowing enough time to get the property to an acceptable standard.





# Tenants Requirements & Responsibilities

As a tenant, you have certain responsibilities to ensure that the property is handed back in the same condition as when you took up occupation.

- ☐ The property must be thoroughly cleaned in **ALL** areas (see next page for further information)
- ☐ Any breakages or damages must be reported, or items should be replaced with like for like items. Please notify the letting agent.
- ☐ Carpets/floors should be left in the same clean condition as when you moved in
- ☐ Windows must be cleaned internally and externally where possible
- ☐ Lightbulbs need to be replaced where required
- ☐ Arrange for your mail to be re-directed
- ☐ Please **CANCEL** your standing order for your rent payments (SW cannot do this)



## Utilities:

Please ensure you close your utilities and please **DO NOT** change the utility accounts into Sanderson Weatherall's name. simply inform the utility company the property will be empty and ensure that your final meter readings are submitted. If you are unable to obtain a meter reading, please ask either the concierge or a letting agent at Sanderson Weatherall.

# Cleaning Requirements

## Kitchen

🔍 **All Work Surfaces:** wall and base units, sinks and splash backs to be cleaned. Note that scourers, wire brushes or brillo pads should **NOT** be used on stainless steel surfaces (such as splash backs) as they will scratch and damage the surface.

🔍 **Kitchen Cupboards:** to be cleaned internally as well as the external doors being cleaned.

🔍 **All Kitchen Appliances:** should be fully degreased and cleaned including the oven, hob, fridge and freezer, microwave and dishwasher.

🔍 **Extractor Hood/Canopy:** metal grease grill should be removed and ideally washed by hand in very hot soapy water or washed in the dishwasher at high temperature.

🔍 **Cutlery, Crockery & Utensils:** to be cleaned

🔍 **Washing Machine:** soap drawer to be removed and cleaned, inside of door to machine to be cleaned and door seal to be cleaned.

🔍 **Floor:** swept, mopped and dusted.



## Living Area

🔍 **Floors:** to be swept/carpets vacuumed.

🔍 **Skirting Boards:** to be dusted.

☑ **Window Sills:** to be cleaned/dusted.

🔍 **Shelves, Coffee Tables, Side Tables, TV Stands:** to be wiped down and dusted.

☑ **Windows:** to be cleaned internally.

## Bedrooms

🔍 **Floor/Carpets:** to be hoovered, mopped and dusted.

🔍 **Cupboards, Shelves, Skirting Boards, Window Sills:** to be cleaned/dusted. Carpets to be vacuumed and cleaned where necessary.

🔍 **Bedding/Bed Sheets:** to be laundered.

🔍 **Mattress Protector:** to be replaced.

## Bathrooms

🔍 **Tiles:** to be cleaned.

🔍 **Floor:** to be mopped.

🔍 **Shower and Bath:** this area especially will need cleaning thoroughly; lime scale remover will be most effective.

🔍 **Toilet:** to be cleaned thoroughly.

🔍 **Mirrors and Shower Screens:** ensure streak free.



## PLEASE NOTE:

*Failure to adhere to the above checklist could result in Sanderson Weatherall instructing a professional clean to the property. You may be charged for the items which require cleaning and the money will be deducted from the return of your deposit.*



# Deposit Return

Once you have returned your keys SW will aim to inspect the property within 48 hours and will update you with regards to your deposit return.

Once we have agreed any deductions, we will make your deposit available for you to reclaim from the relevant tenancy deposit scheme.

You will receive an email from this scheme advising you on how to reclaim your deposit.

Should you have any queries, please contact the relevant office for assistance.

**Leeds Office:**

01132216019

[residential@sw.co.uk](mailto:residential@sw.co.uk)

**Scarborough Office:**

01723330077

[scarborough@sw.co.uk](mailto:scarborough@sw.co.uk)



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