

# **How to nail the tenancy check out process .....**

**Tip no 1 - When you leave the property it must be cleaned to a professional standard.** The best way to ensure this is to book a clean with a professional company. Use [totallylovecleaning.co.uk](http://totallylovecleaning.co.uk) or [dreamteamjesmond.com](http://dreamteamjesmond.com) and get a 10% discount when you quote Easiliving.

**Tip no 2 - Doing it yourself? Here is your checklist:**

Vacuum all floor areas including under all beds and furniture

Wash all tiled and wooden floors & skirting boards

Dust and polish all surface areas

Dust/clean inside drawers and wardrobes

Clean all kitchen appliances including cooker, hob and fridge freezer

Wash down internal windows

Remove stains on carpets

Check all light bulbs are working

Remove all rubbish & personal items not in the property at the start of your tenancy e.g. crockery, cutlery, food etc...!

**Tip no 3 - Remove all your rubbish, unwanted clothes and any furniture you brought in to the property.** Take a house trip to the local dump - [click here!](#) Even better donate to the British Heart Foundation Pack for Good campaign.

**Tip no 4 - Don't forget to empty your fridge and freezer.** Take any unwanted tinned and dried unopened food to the donation point at Tesco's in Jesmond. The Food Banks in Newcastle are desperate for donations at this time of year.

**Tip no 5 - Get your keys in ON TIME.** All full sets of keys **MUST BE** returned (by 12 noon) – otherwise the cost of any duplicate keys required will be deducted from your damage deposit.

**Tip no 6 - Speed up your deposit return by booking an accompanied checkout.** Agree any charges there and then, sign our form and your deposit return will be processed as a priority when we return to the office.

**Tip no 7 - Make sure individual tenants have settled any charges from during the tenancy.** Replacement keys, late payment fees and breach of contract charges will be incurred by all tenants if they are outstanding at the end of the tenancy.

Tip no 8 - Replace any **light bulbs** that have gone during the tenancy.

Tip no 9 - If your deposit was protected by the DPS make sure the lead tenant has the Deposit Repayment ID safe. They will need to log on to the DPS website when prompted to recover the deposit. If they have lost the repayment ID a reminder can be requested from [www.depositprotectionservice.com](http://www.depositprotectionservice.com)

Tip no 10 - If your deposit was protected by Mydeposits make sure we have your bank details so that we can transfer your deposit back to you by BACS as soon as we have agreed any charges. The sooner you send us your bank details - the sooner we can return your money!

For a full list of our charges please [click here](#). Any questions email [portfoliomanagement@easilivinguk.co.uk](mailto:portfoliomanagement@easilivinguk.co.uk)