



Move Out – Cleaning

When moving out of a property tenants are required to return the property in a clean condition. In order to help return the property in a satisfactory condition we have produced a cleaning check list (shown below) which you may find useful. The checklist is only an aid and is not an exhaustive list.

If a property is returned in an unsatisfactory condition we will instruct a commercial cleaner to clean the property to the required standard and charge the cost to the outgoing tenant. In addition, we will charge an administration fee for arranging the cleaning in order to cover our time in dealing with the administration and inspection of the work.

We encourage tenants to work with us as it is in everyone's best interest to have the property returned in a satisfactory condition. Please note – we cannot allow you access after the property has been vacated to do more cleaning.

Tip - we recommend you begin a thorough clean of the property a couple of weeks before you are due to leave and then give a light but satisfactory clean as close to the time you leave as possible.

Entrance/foyer/conservatory

Task	Complete
Vacuum carpets (shampoo where necessary) or mop floor as appropriate	
Vacuum carpeting/rugs (shampoo if necessary)	
Wash doors	
Clean mirror	
Dust lighting fixtures	
Dust wall pictures	
Dust surfaces	
Wash windows	
Wash window sills	
Clean skirting boards	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Kitchen/utility room

Task	Complete
Dishes – all washed, dried and stored correctly Clean sink	
Wipe countertops	
Wipe outside of refrigerator	
Clean inside refrigerator (replace light bulb if required)	
Wipe outside of washer/dryer	
Clean the washing machine detergent tray	

Select the hottest wash your machine will run at and run it for a single cycle. You may wish to add a few capfuls of vinegar to the detergent drawer before running the hot cycle.	
Wipe outside of freezer	
Wipe inside of defrosted freezer (replace light bulb if required)	
Leave fridges and freezers unplugged and open with no danger of water flooding from melted ice	
Wipe outside of microwave	
Clean inside of microwave	
Wipe down and clean the toaster, kettle and other small appliances	
Clean out traps of dishwasher – you may wish to run a rinse cycle on the dishwasher	
Clean stovetop (remove burners to clean around them where necessary)	
Clean oven	
Clean extractor hood (replace light bulb if required)	
Clean radiators	
Wash floor	
Wash windows	
Wash window sills	
Clean inside cabinets	
Clean inside all drawers including wiping clean any cutlery holders	
Clean on top of kitchen cupboards – this quickly obtains significant grime from cooking	
Wipe the inlet of any extraction fans while it is switched off	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Dining room (breakfast room etc.)

Task	Complete
Vacuum carpeting/rugs (shampoo if necessary)	
Wash floor	
Clean skirting boards	
Clean radiator	
Dust lighting fixtures	
Dust wall pictures	
Dust surfaces	
Wash windows	
Wash window sills	
Clean table including legs	
Clean chairs including legs	
Clean inside of drawers and cupboards	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Bedrooms

Task	Complete
Clean mattress stain	
Wash and dry mattress protectors and place back on beds (new mattress protector charge of £15.00 if required)	

Vacuum carpeting/rugs (shampoo if necessary)	
Wash floor	
Clean skirting boards	
Clean radiator	
Dust lighting fixtures	
Dust wall pictures	
Dust surfaces	
Wash windows	
Wash window sills	
Clean mirror	
Dust the top of wardrobe	
Dust shelves	
Clean inside of drawers	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Lounge (and other public rooms)

Task	Complete
Vacuum carpeting/rugs (shampoo if necessary)	
Wash floor	
Clean skirting boards	
Clean radiator	

Dust lighting fixtures	
Dust wall pictures	
Dust surfaces	
Wash windows	
Wash window sills	
Clean under soft furnishings and vacuum under cushions (shampoo clean if necessary)	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Bathrooms and en-suites

Task	Complete
Clean bathtub	
Clean shower	
Wash any shower curtain in washing machine if ok to do so	
Clean basin	
Clean grouting between tiles	
Clean silicone sealant	
Clean toilet (inside, outside and around base)	
Clean mirror	
Wash floor	
Clean radiator	
Clean skirting boards	

Wash windows	
Wash window sills	
Wipe the inlet of any extraction fans while it is switched off	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft	

Hall, stairs and miscellaneous

Task	Complete
Vacuum carpeting/rugs (shampoo if necessary)	
Wash floor	
Clean skirting boards	
Clean radiator	
Dust lighting fixtures	
Dust wall pictures	
Dust surfaces	
Wash windows	
Wash window sills	
Clean mirror	
Clean railings	
Clean any window accessories – including dusting down blinds and cleaning where required curtains and other soft window hangings	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Storage cupboards

Task	Complete
Vacuum carpeting/rugs	
Wash floor	
Clean skirting boards	
Clean radiator	
Dust lighting fixtures	
Dust surfaces	
Clean power sockets and light switches with a dry cloth ensuring mains power is off if required	

Garden and outside areas

Task	Complete
Area tidy	
Grass cut (if tenant's responsibility)	
Beds weeded (if tenant's responsibility)	
Bushes and hedges trimmed (if tenant's responsibility)	

General

Task	Complete
If there is any wood furniture or kitchen tops that need to be oiled or waxed this should be done	
Light bulbs should be replaced where not working (£3 charge per light bulb not replaced)	
Bagless vacuum cleaner emptied/internal bag replaced with fresh one	

All rubbish and belongings removed from property – anything left may be disposed of and may be subject to a removal charge	
Please enter current gas supplier (account to remain open)	
Please enter current electricity supplier (account to remain open)	
Please enter current phone supplier (and confirm account closed)	
Please enter current internet supplier (and confirm account closed)	
Please enter current television supplier (and confirm account closed)	
All items to be returned to their location at move in as listed in the inventory	
Forwarding postal addresses sent for payment of deposit cheque	
Royal Mail post forwarding considered or all companies who send post updated with your new address	
Confirmation that all bills have been settled up to the move out date has been sent via email	
All property keys returned	