

CLEANING CHECKLIST

Bedroom	Tick
Clean Behind Furniture	
Hoover Beds	
Hoover Carpets	
Clean All Furniture	
Clean Skirting Boards	
Clean Door & Frame	
Clean Window	
Clean Curtains	
Bathroom	Tick
Wash Bath / Sink / Toilet	
Put Bleach in Toilet	
Mop Floor	
Clean Tiles	
Clean Skirting Board	
Clean Window	
Clean Extractor Fan	
Clean Shower Cubicle	
Hall / Stairs / Landing	Tick
Clean All Door Frames / Doors	
Clean Skirting Boards	
Clean Bannisters	
Hoover Carpets	

CLEANING CHECKLIST

Kitchen	Tick
Clean Oven / Hob / Extractor	
Clean Cupboards Inside	
Clean Cupboards Outside	
Clean Microwave	
Clean Washing Machine	
Clean Tumble Dryer & Filter	
Clean Dishwasher	
Mop Floor	
Clean Fridge Freezers	
Clean Worktops	
Lounge	Tick
Clean Behind Furniture	
Clean All Doors & Frames	
Clean Skirting Boards	
Hoover Carpets / Sofas	
Clean Curtains / Blinds	
Cellar	Tick
Remove All Rubbish	
Outside	Tick
Clear All Rubbish	
Remove Any Black Bags	



Thornsett Properties

MOVING OUT GUIDE

Important Information

Please Read

Complete the checklist and return with your keys no later than 3pm, 29 June

The office is open

Mon to Fri 9.30am - 5.00pm

Office Address:

195 Crookes Valley Road

Sheffield S10 1BA

Tel: 0114 2669700

Please note we are sometimes out of the office due to appointments, during this time the office telephone will be diverted so we can be contacted.

Name:

Property:

Room:

www.thornsett.com

KEYS / DEPOSITS

Please make sure all keys are returned to:

195 Crookes Valley Road
no later than 3pm on the 29 June

Keys should not be returned by post due to the risk of loss

Any keys received late will be subject to a £40.00 surcharge for each key

Make sure all keys returned are clearly labelled with the property address and your name if not in the envelope provided by Thornsett

Deposits

- 1). Lead tenants **MUST** contact the office no later than the beginning of June to discuss the deposit release procedure
- 2). Thornsett Properties do not hold deposit funds
- 3). Only the lead tenant can release the deposit

Further info available at:
www.depositprotection.com

CHECKOUT PROCEDURE

1). You must follow the procedure so we can release your deposits as quickly as possible

2). Read thoroughly and return the completed checklist together with your keys by 3pm on the 29 June in the envelope provided

3). Please ensure the property is cleaned thoroughly

4). Arrange an appointment for your final inspection once the property has been cleaned (we can not guarantee inspections on the 29 June)

5). Please make sure no rubbish / black bags are left at the property or outside. You must make arrangements to dispose of any excess rubbish or a charge will be incurred

THIS IS YOUR RESPONSIBILITY

UTILITIES

All utility bills must be paid in full up to the 29 June. The final bills showing the meter readings and proof of payment must be provided before the deposit can be released

Meter Readings

Please complete meter readings below:

Gas reading:

Electricity reading:

Water reading:
(If applicable)

Yorkshire Water 0845 1242424

FINALLY

On the day you vacate the property please ensure all the windows and doors are secure and the alarm system is left on.

We would like to take this opportunity to wish you all the best for your future plans and thank you for your co-operation