

BASSETS VACATING INFORMATION

**Please take the time to read this information.
This will help protect your deposit.**

Bassets Vacating Information

Please ensure that this sheet is shown/made available to all tenants in the property as you are all jointly liable.

Please read all of the following to ensure you are all clear on what you need to do before you leave the property. We will inspect the property when you leave. Providing that everything is in order and that there are no bills outstanding, we will return your deposit in full.

Inside

1. The whole property must be cleaned, dusted and hoovered, with furniture such as beds and sofas being moved as necessary.
2. Carpets are to be **professionally cleaned**. A receipt must be provided to Bassets.

A rug doctor (or similar) is not acceptable.

3. Where pets have been in the property, all carpets, curtains and any furnishings must be free of pet hair and flea infestation. All carpets and curtains must be professionally cleaned with a receipt provided. **The cleaning must include flea treatment as a preventative measure.**
4. All smoke & Carbon monoxide alarms must have new batteries inserted and need to be tested, **£10** will be deducted from the deposit for each smoke alarm that is found not working due to flat battery.
5. Any light shades must be dusted and wiped clean.
6. Kitchen cupboards must be washed/wiped down inside and out as must all work surfaces and the accessible surfaces of all electrical equipment (e.g. washing machine, fridge).
7. The tops of all units must be dusted and grease free.
8. All rooms must be free of cobwebs (this includes the top corners of the rooms).
9. Any curtains or blinds must be cleaned / dusted.
10. All woodwork must be wiped down and free from dust.
11. The oven(s), hob and grill must be cleaned thoroughly both inside and out and free from grease. Any extractor fan must be cleaned and free of grease, with the filter replaced. **DO NOT leave** this until the day you move unless you have been cleaning the oven regularly - you will not be able to clean it sufficiently on the day and we will have to employ someone to go in and clean it again.
12. Any fridge, freezer or fridge/freezer must be defrosted and cleaned both inside and out and left unplugged with the door wedged open to allow air to circulate.
13. Any washing machine must be cleaned, including the powder tray, and any fluff filters.
14. Any waste pipes under the sink (primarily the one which connects to the waste pipe from the washing machine) must be blocked to avoid leakage.
15. You must remove everything (e.g. food, cleaning materials) from all parts of the house.
16. All bare floors, walls and tiles (e.g. bathroom, kitchen) must be thoroughly cleaned as must any toilets, bath and sinks and all cleaning residue removed.
17. All unwanted rubbish must be cleared from the premises, as must all food and cleaning materials.
18. All storage cupboards (e.g. wardrobes, chest of drawers) must be cleared out and cleaned.
19. Where there are open fireplaces, grates must be cleaned and free from ashes and cinders. The chimney must be swept with a receipt provided even if you have chosen not to use it.
20. Bathrooms, shower rooms and cloakrooms must be thoroughly cleaned, with all sanitary ware and tiled walls wiped down and free from limescale. Any mould or mildew should be treated and wiped clear.
21. All toilets must be bleached.
22. All plug holes must be free from blockages and hair.
23. Any carbon monoxide alarms must be left in working order.
24. All light bulbs must be left in working order, **£5-£15** will be charged for each missing/not working.

25. The interior decoration must be left in the same state as when you entered the property except for normal wear and tear. Any holes must be filled and touched up using the correct paint (if in doubt, ask!) to a professional standard.

**PRIOR TO TOUCHING UP PAINTWORK - PLEASE TEST PAINT ENSURING IT MATCHES.
POOR AND OR NON MATCHING TOUCHED UP PAINT WORK
COULD LEAD TO INCREASED DEDUCTIONS**

26. Any special arrangements must be honoured (such as removing satellite dishes, returning rooms to their original colour).
27. The property must be properly aired.
28. All rubbish / belongings must be removed from the property.

Outside

1. Patio areas or decking should be swept and weeded.
2. All rubbish to be removed.
3. The lawn must be cut and weeded, borders weeded and hedges trimmed.
4. Any garage or shed must be left tidy, swept and clear of rubbish and oil.
5. Any gardening equipment must be in good working order and left where shown on the inventory.

Recommended Contractors

Whilst these are our recommended contractors they will only carry works as instructed. Accordingly if the property is not cleaned properly and areas are missed, then this will be your responsibility

****Carpet Cleaning:** Steve at Clean Living enquires@cleanlivingmcc.com 07515 283659

****General & Carpet Cleaning:** Rob info@gallagherscleaning.co.uk 07886 711 006

Pink Elephant Carpet Cleaning -
Michael michael@pinkelephantcleaning.co.uk 07876 715448

Chimney Sweeping: Sarum Sweeps 01722 504 328

Garden Maintenance: Dave Keech Gardening Services 07907 786 920

The contractors listed above are recommended on the basis of many years of reliable service and the standard of work carried out.

If you are unsure about any of the above, please contact us prior to your check out!

You will not be allowed back in the house after you have been checked out.

Your deposit is at risk if the property is not left in a suitable condition.

Cost of Works Schedule

It is a requirement of your tenancy that, amongst other things, the property is cleaned to a professional standard, Carpets are **professionally** cleaned (with a suitable receipt for the latter) and the garden is left in a suitable condition.

If the property has a chimney, whether this has been used or not it will be required to be professionally swept and a receipt provided to ourselves. Failure to carry this out will result in a deduction of approximately £50 from the deposit (per flue) to pay the cost of a chimney sweep.

If you do not fulfil your obligations and the property is not left in a satisfactory state, then you will not be allowed back into the property after the end of your tenancy to put these matters right. Instead, we will have no alternative but to instruct contractors to undertake the remedial work necessary and will look to make deductions from your damage deposit.

The following table gives an **indication & Guide** of the cost of works likely to be deducted from your deposit. Clearly, actual amounts will depend on factors including the actual size of the property and the extent of the work/cleaning needing to be done. Prices may not include VAT.

Property Size	Carpet Clean (approx)	House Clean	Standard Oven Clean	Gardening	General Clearance
2 bedrooms	From £150	From £20 per hour	£40 - £80	From £20per hour	£20per hour plus tipping charge.
3 bedrooms	From £250				
4 bedrooms	From £300				

Keys

ALL keys must be returned to Bassets, 27 Castle Street Salisbury by **5.30pm** on or before the last day of your tenancy. **Failure could mean additional rent being owed.**

If they are not, this may create a security issue and we may have to employ a locksmith to change the locks on all the external doors. The approximate cost of this will be £150 to £300 depending on the number and types of locks involved, which will be deducted from your Damage deposit.

Lost Rent

Please note that should you not leave the house satisfactorily and the move-in for the next tenants is delayed because of this, you may also be held liable for any rent lost by the Landlord.

**WE WOULD MUCH PREFER TO REFUND
YOUR DEPOSIT IN FULL.**

SO PLEASE CARRY OUT THE REQUIRED WORKS.

IF YOU ARE UNSURE PLEASE SPEAK TO THE PROPERTY MANAGEMENT TEAM ON 01722 820580 option 2.