



### **Check Out Procedures**

**Can you please ensure the following is carried out to ensure your deposits are returned quickly and in full:**

The property must be cleaned thoroughly throughout to include inside of the ovens, all woodwork (skirting boards, doorframes, etc.), inside all furniture and cupboards, under and behind sofas and beds. Please pay special attention to bathrooms and kitchen areas.

All light bulbs are to be replaced. If tenants cannot reach the bulbs to change, leave the new bulbs in each room they are required and we will arrange for someone to attend and replace free of charge. Failure to supply the bulbs will mean tenants are charged.

All posters must be removed; any damage to the walls must be rectified and re-painted if required. Please contact the Office to ensure the correct paint is used on walls. If tenants use incorrect paint or dot and dab the walls we will arrange for a professional painter to attend and tenants will be liable to cover the cost.

Windows must be cleaned inside and outside of the property.

Please ensure that all keys are returned by 12:00 noon on the last day of your tenancy.

Please ensure all rubbish is removed from the property and the rear yards. Any rubbish that does not fit in the bin please contact Newcastle City Council on Tel: 0191 2744000 and arrange for it to be collected prior to you vacating the property. Should we have to arrange for rubbish to be removed there would be a charge incurred by you.

Gardens – Please ensure the gardens are clean and tidy, all bushes cut back, weeds removed and any rubbish. Again should we have to arrange this to be done a charge will apply.

Final Rent Payment – Please note Prem-Lets.co.uk do not hold the deposit this is currently held by the DPS. Due to this fact it is not available to use as the final rent payment. Should your final rent payment not be paid you will incur late rent charges.

Please ensure that you have cancelled your Standing Order for rent payments with your bank.

You will be informed in writing within 14 days of the end of the tenancy agreement details of the final inspection of the property and information on how to claim your deposit back from The Deposit Protection Service.



All correspondence at the end of your tenancy from Prem-Lets.co.uk and The Deposit Protection Service will be sent to your parents addresses supplied at the beginning of your tenancy unless otherwise requested by yourselves.

Deposits will be returned to tenants direct from The Deposit Protection Service.