

Moving-out Checklist

Before you start

Task	Done
Refer to any checklists provided to you by your Agent/Landlord. Follow them as instructed as they are designed to help you and reduce the chances of deductions being made from your deposit.	
Ensure all personal items, belongings and your own furniture are removed from each room before you begin this checklist.	

All rooms in your property

Task	Done
Restore all walls and ceilings to the condition recorded on the original Inventory & Condition Report. Remove all nails, hooks, decals, blue/white tack and adhesives, filling-in and making good any holes and surface damages created. Do not simply 'patch' holes, they should be invisible and blend with the rest of the surrounding surface.	
Dust everywhere, paying close attention to high-level shelves, dado and picture rails, extractor fans and all ceiling fixtures.	
Clean the windows and frames internally.	
Wash window sills, walls and skirting boards.	
Clean door handles, knobs, switches and sockets.	
Clean flooring, including removing any stains to carpets caused during your tenancy.	
Replace any light bulbs that are not working.	

Bathrooms, WCs, Shower Rooms

Task	Done
Wash wall and floor tiles.	
Scrub and bleach tile grouting to remove lime scale, mould and discolouration.	
Clean the toilet. Pay particular attention to beneath the waterline and around hinges/fixings. Replace damaged toilet seats/lids if necessary.	
Clean mirrors, cabinets, cupboards and drawers.	
Wipe-down and disinfect work surfaces and fixtures.	
Scrub and bleach mastic sealants to remove lime scale, mould and discolouration. Replace if necessary.	
Clean and disinfect shower heads, ensuring lime scale and mould are removed.	

Kitchen

Task	Done
Clean all appliances, inside and out. Remove drawers, racks and shelves to reach everywhere.	
Clean the cooker, oven and hob. Including shelves, burners and rings.	
Scrub and bleach tile grouting to remove lime scale, mould and discolouration.	
Scrub and bleach mastic sealants to remove lime scale, mould and discolouration. Replace if necessary.	
Clean and disinfect work surfaces.	

Bedrooms/Living Room

Task	Done
Dust everywhere, vacuum and mop floors thoroughly after all personal items have been removed. Remember to move all furniture.	

Outside

Task	Done
Sweep the garage, shed and any outbuilding floors after removing all belongings.	
Cut the grass and remove weeds if that is part of your tenancy agreement.	
Remove anything you stuck in the ground, attached to the outside of the property or to fencing/trees.	

Finally

Task	Done
Take final utility meter readings and notify your provider.	
Turn-off all lights before leaving the property for the final time.	
Make sure all external doors, garages/outbuildings and sheds are locked.	
Return all keys for the property to your Agents' office.	

As your End-of-Tenancy/Check-out Inspection is carried-out by an independent third party, there is no virtue in being present for the appointment, being present will not affect the overall report. However, if you do attend the appointment you may be able to explain some minor points, e.g. where items appear to be missing. Furthermore, you might gain a greater understanding of the issues. It is your choice whether or not you want to be present.