

## Moving out guide

**Guide to cleaning** - You are expected to return the property (bedrooms, bathrooms and communal areas) to us in the condition you found it.

As a minimum, you should:

- Remove all belongings and **rubbish** – anything left in the property after you have left will be disposed of and you will incur a charge.
- Sort your rubbish and put it in the correct recycling bins.
- Remove any additional furniture you have brought to the property.
- Leave the gardens clear of any rubbish or weeds (Front and back).

Bedrooms	Bathrooms/shower rooms/ensuite
Empty wardrobe and drawers and wipe clean	Clean shower, shower door, sink and toilet and remove any limescale
Wipe all surfaces (Including tops of wardrobes and skirting boards)	Scrub floors and clean tiles
Vacuum/clean carpet	Wipe clean all surfaces
Clean window frames & glass	

### Shared responsibility

You are responsible for your room but the communal areas are a shared responsibility. If there are cleaning or damage charges in these areas, they will be divided between all house/flatmates. It is important to meet with your house/flatmates and agree who will be completing tasks. If you are leaving before your flatmates please make sure you have completed your share of the communal cleaning.

Kitchen	Communal area
Clean ovens	Vacuum all floors
Empty fridge/Freezer & clean	Scrub floors
Empty kitchen cupboards/drawers & clean	Wipe clean all surfaces (Inc skirting boards)
Clean kitchen bin	Move furniture & clean under
Clean Microwave	
Clean inside doors of dishwasher & washer	

Kitchen		Communal area
Standard Charges		
Item	Cost	Unit
Bathroom cleaning	£20	Per hour
Kitchen cleaning	£20	Per hour
Kitchen Oven	£50	Per unit
Microwave	£5	Per unit
Fridge / Freezer	£10	Per Unit
Garden weeding & removal	£25	Per hour
Rubbish removal (additional bags not in wheelie bin)	£25	Per 4 bags
Carpet cleaning bedroom (not wear + tear)	£40	Per room
Carpet cleaning stairs & landing (not wear + tear)	£70	Stairs & landing
Replacement carpet tile	£5	Per tile
Wall repainting due to Blu-Tack marks or candle smoke (Or other not wear + tear)	£40	Per wall including paint
Ceilings	£50	Per ceiling including paint
Sofa Upholstery – Cover Cleaning/replacement	£30/£50	Per unit
Curtains /Cleaning replacement	£50	Per Pair
General furniture repairs	Note 1	Case by case – See Note 1
General room cleaning	£17.50	Per room per hour required

**Note 1:** Case by case – please contact Landlord in advance for a quote.

Don't attempt to touch up or redecorate damaged or marked walls – this can make them look worse and result in additional charges, please consult the Landlord first.

## Key Return

Please email the landlord at least a week before if you know the expected leaving date.

Once you finished cleaning your room and your agreed share of the shared facilities please call / text or email the Landlord when you leave the property and either arrange to give the key directly to the Landlord or leave in your top drawer by agreement.