

Dear Tenant/s

YOUR NEW RENTAL HOME.

The procedure for moving out is exactly the same as when you move in. When we carry out this final inspection, we expect to find the property and gardens as follows:

Carpets/Floor covering:

All carpets, mats and flooring should be clean and dust free.

Bathrooms, cloakrooms and en suite:

All toilets, wash basins, baths and showers should be clean.

Kitchens and utility rooms: All kitchen and utility appliances must be clean and grease free particularly cookers, hob units, cooker hoods, fridges, freezers, sinks etc.

Cleaning:

The property must be left clean, all cupboards, surfaces must be dirt and dust free.

Gardens: The grass (if any) is cut and all borders/patios are weed free.

Personal Possessions:

We also require the property to be free from your personal belongings, as we have to take possession of the property and keys at this time.

Final Meter Readings:

You will need to take all final meter reading for gas, electricity and water where applicable. (Anglian water advise us that they will arrange a full reading given ten days notice). We will then notify the companies required. Giving them your forwarding address for the final accounts. Unfortunately, we are unable to act on your behalf when dealing with the Telephone Company. If necessary please contact them and have the line disconnected.

If you pay your rent by standing order, **you** will need to contact your bank, and cancel any payments due to be made after your checkout.

Your deposit will be sent to your forwarding address within approximately 14 days after the checkout appointment, and on condition that we do not have to undertake any lengthy repairs.

CRANES LETTINGS LIMITED reserve the right to instruct a company to clean, cut gardens if tenants have not left the property in a satisfactory condition (at least as when you moved in). Please note the cost of any such work required will be deducted from the tenants' deposit.

Signed:.....**Dated:**.....

Tenants names:.....