

## **End of Tenancy Responsibility**

Last year we had to claim back an average of £198.00 per tenant from their deposit. This was the result of tenants leaving the property in an unacceptably messy state. With a little work from yourselves, you can have your deposit returned to you. It will take you no more than 3 hours – think about it as working for £66 per hour!

At the end of your tenancy you must still ensure that the property is left in a clean and tidy condition. If you are in a cluster flat, and wish to leave the accommodation before your flat/house mates. Where this occurs, you must still ensure that the property is left in a clean and tidy condition even if this means returning to Leicester to check for yourself.

It is **all** of the tenants' responsibility to ensure that the following is undertaken at the end of the tenancy period:

- All rubbish, food items and debris (including debris and dust from all drawers, cupboards and behind and under furniture) is removed.
- Flooring is thoroughly swept and mopped, including behind and under furniture. If you have carpet in your property please try to remove any stains on the carpet as this could result in a carpet cleaning charge or even a new carpet being required. You can buy carpet cleaner from any large supermarket.
- As per your tenancy agreement, blu-tac should not have been used on any walls however if you have put photos, posters etc. on the walls, please ensure that these are removed. Where any residue remains you may be charged for re-decorating. Please also ensure that all marks are removed from walls, paintwork and doors.
- All kitchen units are cleaned inside and out and work surfaces are wiped thoroughly.
- The cooker is turned off and cleaned inside and out including all racks, hobs, shelves, trays and extractor fans.
- The fridge freezer is cleaned and turned off and **the door left open**, if you close the door while the appliance is turned off this can cause a build of a mould which will then need to be cleaned. If you do not have access to your isolator switch then you can switch off the fridge/freezer at your fuse box. Please contact us if you are unsure about this
- Baths, showers, basins and toilets are cleaned and free from smears and lime scale. Please pay particular attention to shower screens/shower cubical doors.
- All vinyl flooring areas are thoroughly swept and mopped, including behind any freestanding units.
- All furniture and fittings are cleaned and returned to their original location. Any additional furniture that you have added (not stated on the inventory) must be removed. Any large items cannot be placed in the general waste bins provided and therefore you will need to arrange to have them collected.
- Washing machines are cleaned thoroughly including the inside rim, filters and drawers.
- Doors/cupboards and handles are wiped down, as well as plug sockets, light switches, skirting boards and windowsills.
- Mattress protector is washed and refitted.
- Any mirrors provided are polished.
- Microwave is cleaned inside and out.
- Any standard light bulbs that are not working are replaced (please contact the maintenance team if you need clarification as to which light bulbs are your responsibility to change)
- All external areas to the property are free from rubbish and debris
- Return all keys/fobs when you vacate the property. If you have a pre-pay electric or gas meter, the key or card will also need returning (with the last person to hand in keys if you are in a cluster flat).

**Please note that your Deposit is at risk where properties are left in an unacceptable condition.** Any additional cleaning required will be charged to you as the tenant(s) at £27.50 per hour plus materials or as per the invoice.

**Please see below cleaning check list, cost of repairing damage and redecorating charges:**

CLEANING  
CHECK LIST

	Cleaned	Comments
<b>KITCHEN/LOUNGE</b>		
All Doors and Fittings	<input type="checkbox"/>	Wipe away any stains and wipe down with an anti-bacterial spray.
Walls and Ceilings	<input type="checkbox"/>	Must be free of blue tac, tape and residue
Flooring	<input type="checkbox"/>	Must be swept & mopped (under furniture too). Use hot water and a floor cleaner (NOT BLEACH) Use carpet cleaner if you have carpets.
Worktops & Tables	<input type="checkbox"/>	Wipe down and ensure there is no food residue.
Cupboards	<input type="checkbox"/>	Empty all cupboards and draws and clean all debris with a clean damp cloth.
Sink & Drainer	<input type="checkbox"/>	Remove food debris from plug hole, wipe down sink with a kitchen cleaning spray – if needed fill sink with hot water and bleach to clean deep set stains – finally, wipe down with a clean dry cloth.
Cooker & Hob	<input type="checkbox"/>	DO NOT use a scouring pad – you will be charged if you scratch up your hob. A degreasing spray should be used
Fridge & Freezer	<input type="checkbox"/>	Empty all food, remove debris with a damp cloth and wipe down inside and out with an anti-bacterial spray. If the freezer is not defrosted you will be charged. Once cleaned – turn the appliance OFF and leave the doors open to prevent mould growth.
Extractor Fan	<input type="checkbox"/>	Extractor fans should be degreased with a suitable product – Make sure the extractor fan is OFF during cleaning.
Washing Machine	<input type="checkbox"/>	Ensure soap dispensing tray is clean, filters are emptied and wipe down the surfaces with an anti-bacterial spray.
Window sills	<input type="checkbox"/>	Wipe down sills with an anti-bacterial spray
Chairs/Bar stool	<input type="checkbox"/>	Wipe away any debris and wipe down with an anti-bacterial spray.
Sofa	<input type="checkbox"/>	Wipe away any debris and wipe down with an anti-bacterial spray.
Coffee Table	<input type="checkbox"/>	Wipe away any debris and wipe down with an anti-bacterial spray.
<b>BEDROOM</b>	<input type="checkbox"/>	
Doors & Fittings	<input type="checkbox"/>	Wipe away any stains and wipe down with an anti-bacterial spray.
Walls & Ceiling	<input type="checkbox"/>	Must be free of blue tac, tape and residue
Heating	<input type="checkbox"/>	Wipe away any stains and wipe down with an anti-bacterial spray. TURN OFF.
Flooring	<input type="checkbox"/>	Must be swept & mopped (under furniture too). Use hot water and a floor cleaner (NOT BLEACH) Use carpet cleaner if you have carpets.
Bed & Mattress	<input type="checkbox"/>	Remove all bedding and wipe down bed surfaces with an anti-bacterial spray
Mirror	<input type="checkbox"/>	Wipe down with anti-bacterial spray – wipe with a dry cloth to remove smear marks.
Window sills	<input type="checkbox"/>	Wipe down sills with an anti-bacterial spray
Wardrobe	<input type="checkbox"/>	Remove <b>all</b> of your items, wipe away any debris and wipe down inside and out with an antibacterial spray
Desk	<input type="checkbox"/>	Clear all drawers of debris and wipe down thoroughly with anti-bacterial spray.
Chairs	<input type="checkbox"/>	Wipe away any debris and wipe down with an anti-bacterial spray.
Other	<input type="checkbox"/>	Remove all items from the room to avoid item removal charges.
<b>BATHROOM</b>	<input type="checkbox"/>	
Doors & Fittings	<input type="checkbox"/>	Wipe away any stains and wipe down with an anti-bacterial spray.
Walls	<input type="checkbox"/>	Wipe away any stains and wipe down with an anti-bacterial spray.
Flooring	<input type="checkbox"/>	Must be swept & mopped. Use hot water and a floor cleaner (NOT BLEACH)
Shower/Bath screen	<input type="checkbox"/>	Cover screen with a cream cleaner (CIF), wipe around with a damp cloth, allow to sit and then wipe away with water.
Shower tray	<input type="checkbox"/>	Cover tray with a cream cleaner (CIF), wipe around with a damp cloth, allow to sit and then wipe away with water. Use bleach if needed
Toilet	<input type="checkbox"/>	Clean outside of toilet with an antibacterial spray. Pour bleach inside the toilet and in and around the rim - let sit for 5 minutes. Then using a toilet brush, clean away any stains you have left behind.
Washbasin & Taps	<input type="checkbox"/>	Wipe down sink and tap with an anti-bacterial spray
Mirror	<input type="checkbox"/>	Wipe down mirror with an anti-bacterial spray and go over with a dry cloth to remove any smears
<b>Other</b>	<input type="checkbox"/>	Clear all of your items from the airing cupboards to avoid item removal charges. Typically £5 per small bag and £10 per large bag.

## DAMAGE CHARGES

	Damaged	Comment of Damaged
<b>Doors and Fittings</b>	<input type="checkbox"/>	Cost of invoice (replacement of door is approximately £250, handles and locks are approximately £55)
<b>Entry Phone</b>	<input type="checkbox"/>	Cost of invoice (approximately £75)
<b>Consumer Panel</b>	<input type="checkbox"/>	Cost of invoice (Approximately £250)
<b>Walls &amp; Ceiling</b>	<input type="checkbox"/>	Cost of invoice (cost will depend on severity of damage)
<b>Pin/tack Damage</b>	<input type="checkbox"/>	See cost of painting sheet below
<b>Flooring/Carpet</b>	<input type="checkbox"/>	Cost of invoice (cost will depend on severity of damage)
<b>Lighting</b>	<input type="checkbox"/>	Cost of invoice (approximately £60)
<b>Kitchen Worktops</b>	<input type="checkbox"/>	Cost of invoice (approximately £150 to replace) – Note: Burn marks would require replacement of entire worktop
<b>Cupboards</b>	<input type="checkbox"/>	Cost of invoice (approximately £100 per cupboard door replacement, £15 per handle replacement)
<b>Sink &amp; Drainer</b>	<input type="checkbox"/>	Cost of invoice (cost will depend on severity of damage)
<b>Cooker &amp; Hob</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £200)
<b>Fridge &amp; Freezer</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £275)
<b>Extractor Fan</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £275)
<b>Washing Machine</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £350)
<b>Fire Blanket</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £40)
<b>Extinguisher</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £90)
<b>Windows &amp; Curtains</b>	<input type="checkbox"/>	Cost of invoice
<b>Table</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £100)
<b>Chairs/Bar stool</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £45 per stool)
<b>Sofa</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £350)
<b>Coffee Table</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £90)
<b>Heating</b>	<input type="checkbox"/>	Cost of invoice (cost will depend on severity of damage)
<b>Bed &amp; Mattress</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £85 for a mattress, cost of bed depends on severity of damage)
<b>Mirror</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £25)
<b>Wardrobe</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £350)
<b>Desk</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £125)
<b>Chairs</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £49)
<b>Other</b>	<input type="checkbox"/>	Item removal charges. Typically £5 per small bag and £10 per large bag.
<b>Cracked Tiles</b>	<input type="checkbox"/>	Cost of invoice (cost will depend on severity of damage)
<b>Shower/Bath</b>	<input type="checkbox"/>	Cost of invoice (Approximately £90 a tray, £150 shower doors, £100 bath tub)
<b>W.C</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £90)
<b>Washbasin &amp; Taps</b>	<input type="checkbox"/>	Cost of invoice (replacement is approximately £90)
<b>Other</b>	<input type="checkbox"/>	
<b>Failure to return keys at 12 noon on last day of tenancy.</b>	<input type="checkbox"/>	Charged per day and the cost of getting locked replaced (make sure you return your keys on time – this could be a costly oversight if you do not)

Please Note: All above prices for damages are approximates for you to use as a rough guide only.

COST OF PAINTING

	Cost	Whose Responsibility
<b>Cluster flat:</b>		
<b>Full Corridor</b>	£50	Cost is jointly split between all tenants named in the tenancy agreement
<b>Full Kitchen</b>	£75	Cost is jointly split between all tenants named in the tenancy agreement
<b>Full Living Room</b>	£75	Cost is jointly split between all tenants named in the tenancy agreement
<b>Full Bathrooms</b>	£40	Cost is jointly split between all tenants named in the tenancy agreement
<b>Full Bedroom (per room)</b>	£75	Individual tenants
<b>Studio</b>		
<b>Full studio paint</b>	£100	Whoever is named in the tenancy agreement
<b>Duplex Studio</b>		
<b>Full studio paint</b>	£125	Whoever is named in the tenancy agreement
<b>Touch up's</b>		
<b>Per wall</b>	£35	<p>Where it is a wall in a communal area of the flat the cost is jointly split between all tenants named in the tenancy agreement.</p> <p>Where it is a wall in a bedroom, the Individual tenant who is named on the tenancy agreement for that room is charged</p> <p>Where the property is a Studio or One bed apartment, whoever is named in the tenancy agreement is liable for the cost</p>