

## TENANT GUIDELINES FOR FINAL INSPECTION

To avoid discrepancies, it is advisable that you are present at the final inspection. Please also ensure that you are present at the appointed time and ready to leave the property, any delays may result in an additional charge being made.

A Fineholm representative will attend your pre made appointment and will ask for ALL sets of keys and details for deposit return.

- The deposit shall be repaid in one payment by bank transfer. If it is not to be repaid into the rent account, then please ensure that you have the correct bank details at hand. Any cheque(s) issued shall be chargeable at £10.
- It is the tenants responsibility to ensure that the standing order has been cancelled.
- We shall only check the inventory supplied at entry. If you have an amended inventory, please ensure that it has been signed and dated by a Fineholm representative in accordance with your Information for Tenants. If you require a copy of the inventory then please do not hesitate to contact our office.
- The representative shall require one forwarding address which shall be supplied to the utility companies along with the meter reading(s) taken at the final inspection. Please supply our representative with details of your utility suppliers, and where possible a copy bill.

In order for us to return the deposit as quickly and fully as possible please ensure you follow these guidelines:

1. The items on the inventory must be in their original place. Failure to do so may result in the visit being prolonged and therefore an additional charge being made against the deposit.
2. Ensure all light bulbs are replaced.
3. Ensure all smoke alarm/ carbon monoxide detector batteries are replaced.
4. Ensure all broken/lost items are replaced with suitable substitutes.
5. Ensure gardens/balconies are clean and tidy.
6. Ensure property is clean and tidy throughout (see attached)

## TIPS FOR CLEANING

1. Windows- ensure cleaned inside and out
2. General cleaning –all rooms should be clean and tidy (inc hoovered throughout, paintwork/woodwork washed down where necessary, skirtings wiped down, mirrors/glass polished)
3. Bedding/Towels – should be freshly laundered/ironed and stored in a tidy fashion and all beds should be made up.
4. Kitchen
  - a. check all appliances are cleaned inside and out (inc ovens, fridges, freezers, microwaves)
  - b. discard all foodstuff (inc fridge/freezer)
  - c. defrost fridge/freezer
  - d. ensure all cupboards are cleaned inside and out
  - e. ensure all crockery/cutlery/glasses/pots are clean
  - f. extractor fans cleaned
  - g. plugholes cleared of debris
5. Bathroom
  - a. extractor fans cleaned
  - b. plugholes cleared of debris
  - c. grouting cleaned and mould removed
  - d. shower curtains/screens washed
6. Move furniture and clean underneath
7. Sofa covers/ upholstery should be cleaned where necessary and sofa cushions vacuumed and cleaned underneath.
8. Mattresses checked for stains and if necessary, stains removed.