

## **END OF TENANCY RESPONSIBILITIES**

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, you may 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.
- ❑ Carpeting is thoroughly vacuumed, including behind and under furniture. **If you have a vacuum cleaner that is provided in your property and it is not working, it is your responsibility to inform us now so that we can get this fixed.** 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 shops like Wilko or large supermarkets.
- ❑ 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 and trays
- ❑ 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 Westmanor if you are unsure about this.
- ❑ Baths, showers, basins and toilets are cleaned and free from smears and limescale. 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.
- ❑ 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 Damage 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 £15 per hour plus materials or as per the invoice.

Please see attached for prices of painting costs and also the cost of replacement furniture items.