

TERMINATION CHECKLIST

The following are guidelines which we hope you find useful when vacating the property. If followed, these should result in dilapidations and deductions from your deposit being kept to a minimum. Please tick the box when completed and submit with the correspondence form when you deliver keys to our office on your termination date.

Return front door keys, gate fobs and parking permits (where applicable) to Greener Rentals' office by 12 noon on the last day of the tenancy	
Complete the attached form providing forwarding address, current email address, etc signed by all tenants when you vacate the property	
Arrange postal re-direction service. Greener Rentals are not responsible for forwarding mail	
Cancel standing order following payment of the final month's rent	
Council tax paid up to termination date	
Request Anglian Water read water meter – arrange 7 days before termination date	
Any phone line, satellite or broadband account closed down	
Leave heating on constant low of 13 degrees or electric heating on very low if vacating in winter months	
Do not switch off the electric at the consumer unit	
All of your own items removed including cleaning materials	
All items detailed in the Inventory returned to their original position	
Any damage, other than fair wear and tear or as noted on the inventory, repaired or replaced by a comparable item	
Decoration same colour and condition as detailed in the Inventory (fair wear and tear excepted). Please note overpainted patchy walls not acceptable	
Make good where picture hooks, nails, screw holes have been added	
Carpets professionally cleaned, deodorised and preventative flea treatment carried out with receipt provided if a pet has been present	
All carpet stains and spot marks removed	
Vinyl, tiled and laminate floors clean and free from cracks and tears	
Clean, iron and re-hang curtains and net curtains	
Empty dustbins/waste bins and remove all rubbish from the premises	

Remove cobwebs to ceilings and walls	
Dust/clean skirting boards, door frames, ledges, painted doors	
Clean windows and sills inside and out	
Remove mildew to window frames, glazing and any other surfaces where evident	
Clean kitchen units inside and out, work surfaces, splashbacks and grout	
Clean oven, chrome shelves and glass, grill pans and racks to remove burnt on deposits	
Clean hob, burners, trivets to remove burnt on deposits	
Clean extractor hoods including underside, replace filter and any bulbs not working	
Clean fridge inside and out, defrost freezer and dry interior. Switch off and leave open.	
Clean washing machine dispenser drawer and door seal	
Clean dishwasher interior including door edges	
Clean all sinks, bath, toilet bowl, grout, sealant, shower screens, shower head & taps to remove limescale/scum and buff to remove water marks	
Replace soiled or discoloured shower curtain	
Clean bathroom extractor vents	
Polish and leave smear free all mirrors, including mirror fronted wardrobes	
Replace any light bulbs not working including outside lights, under wall cupboard lights, shaver, extractor hood and oven lights	
Arrange for any working chimney to be swept and provide receipt when keys are returned	
Sweep floor and remove cobwebs to cellar, garage, shed or bin store as applicable	
Gardens left in neat and tidy seasonal order including lawn, borders and planters weeded with pathways, patios and driveways swept & weeded	