



TIPS

End of Tenancy Guide

Tips for first time Tenants



PROPERTY RENTALS





- Checkout Report
- End of tenancy requirements
- The keys
- Forwarding post & Utilities
- Fair wear, tear and damages
- Repairs & Damages after vacating
- A few cleaning tips





Checkout Report

When a check out is performed, it will be compared to the initial inspection at the start of your tenancy.

The aim of the check out is to confirm that the property is left in a good, clean and tidy condition in accordance with tenancy requirements.

HERE IS A QUICK SUMMARY



Coming to the end of your Tenancy can be a very busy time, and with a new home to think about, there is a lot to be done.

However, it is also important to focus on your home you are leaving behind to ensure you have a smooth check out, and receive your deposit in full. It is also too easy to forget something important that could prove costly in terms of time, and a potential claim on your deposit.

So please take the time to study the following pages, which contains information relating to common FAQ's. This Guide also looks at the return of your deposit and what happens if there is a problem in reaching agreement on its apportionment.

Chas Everitt Property Rentals is here to guide you all the way!



A quick reminder

- Ensure all keys/ remotes received are accounted for and in working condition.
- Ensure all locks, windows, electrical fittings and installations or accounted for and in working condition.
- Ensure Paint work, doors, glass doors and wall paper is in good condition and as initially reported.
- Ensure the property is clean, tidy and sanitary.
- Ensure that all fluorescent tubes and electrical light globes are accounted for and in working condition.
- Ensure that no nails or objects are left in the wall and make good the surface area.
- Ensure that all plumbing fixtures, sewerage pipes, water pipes and drains are free from blockage and in working condition.
- Ensure that air conditioning unit, garage door and sliding doors are in working condition and free from debris and obstructions.
- If it is a furnished unit, ensure that all furniture is accounted for and in good condition.
- Check that the garden and pool if applicable is clean, tidy and maintained.





Clean

There are more landlord and tenant disputes regarding cleaning than any other issue. It is a good idea to double check each nook and cranny prior to your final inspection date to ensure that no items or areas require corrective maintenance, or require cleaning, to avoid any claim from your deposit.



Don't forget about the Keys

You will be required to hand back all sets of keys when vacating the premises. In the event that all keys are not returned, it will be your responsibility and for your account to replace same, this includes any electrical gate remotes.

Remember that the deposit is retained for the performance of your obligations under the terms set out in the lease agreement.



Rental deposit

Upon signature, the rental deposit plus first month's rent is usually paid over to the landlord or to the estate agency's account if it is a managed lease. Although the deposit is requested at the discretion of the homeowner, for obvious reasons it is almost always required.

In some cases, a landlord might even require 1 ½ or two months rent as a deposit.

This generally averts an age-old problem that has afflicted many landlords and that is the notion or inclination that some tenants have had, whereby the last month's rent is not paid over with the intention of setting off against the rental deposit."

Rental payments

For the duration of the lease, each month in advance and without demand, your agreed rental amount becomes payable. This is normally on the first of the month and late payments may incur interest.



Living Room



Utilities and forwarding post

It is important that you contact the various utilities, (electricity, water, telephone), to advise them of your departure.

Please also arrange for the re-direction of any incoming mail/post as we cannot assure that your mail will be forwarded after your departure.

Please ensure that any cables, external satellite and internet hardware not provided by your landlord is removed prior to you vacating the premises, and any damage from installation or removal is repaired

Account Number: 01234-56789

Your Usage Profile
ANNUAL GAS USAGE



Period
Current Month
Last Month
Last Year

Avg Ccf per M
Total Annual Cc



Fair Wear, Tears and Damage

Establishing what is fair wear and tear as opposed to damage and the subsequent costs, can be quite subjective, so good guidelines and common sense are key factors in making a fair decision.

There is currently no legislative definition of "Fair Wear and Tear", but generally it is deemed to be damage that occurs due to the ordinary use of the premises by a Tenant over the passage of time or the ordinary operation of natural elements.



An example

Old, warped window frames, paint that has faded in the ordinary course, plaster that has cracked as a building settles and carpets worn as the result of being walked on will all be considered fair wear and tear.

Conversely, the following would constitute damage due to negligence and would be for the tenant's account: windows damaged as a result of being slammed, walls damaged due to nails or screws, paint discoloured as a result of cigarette or candle smoke, carpets discoloured due to pets or stains and kitchen counters scratched due to cutting.

It is important that you study clause 9 of your lease agreement stipulating your obligations insofar as the maintenance of the property is concerned. Your Chas Everitt Rental agent will also offer guidance in terms of same.

Repairs and damages after vacating

Before expiration of the lease agreement, Chas Everitt Property Rentals shall arrange a joint inspection of the property at a mutually agreed time to take place not less than 3 days prior to expiry in order to ascertain if any damages exist and giving opportunity to the Tenant to rectify prior to expiry.

On termination of the lease agreement, the balance of deposit will be refunded provided that the Tenant has met all his obligations in terms of this lease and made payment of all outstanding rentals and utility costs.

Where there is damage to the premises that has not been rectified, the landlord or agency is entitled to claim a proportion of the cost of repair from your deposit. The landlord or agent will provide written quotes to repair from reputable and respectable contractors.

The amounts the Landlord or agency claims toward these costs will also depend on the original condition of the premises, hence a thorough review of your initial or take on inspection and final inspection will be conducted by your agent.

Once all parties are in agreement that the premises are returned to its original condition the remainder of the deposit will be paid out to the tenant as stipulated in the Lease agreement.





A few cleaning tips

1. Use a cleaning checklist to work from top to bottom of the property.
2. Within the kitchen ensure the oven, work surfaces, floors and kitchen cupboards are on the checklist.
3. Check kitchen walls for grease splatters and other food stains.
4. Within the bathroom, ensure limescale is removed from tiles, taps and shower head.
5. Mould stains must be removed from the bathroom, kitchen and window seals.
6. De-cobweb the ceiling and upper corners in all rooms.
7. Clean mirrors, windows and other shiny surfaces with application specific cleaning materials. (windolene)
8. Dust and vacuum blinds or window coverings
9. Wipe down all skirtings
10. Wipe all doors, doorframes, doorknobs, drawer pulls and handles etc.
11. Vacuum all carpets and mop all hard floor surfaces
12. Deep clean carpets if necessary (equipment can be rented at low cost)
13. Discard all rubbish and debris.

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