

## Procedures To Be Adopted At Termination Of A Lease

When you leave the property an inspection will be carried out by Arona Properties Ltd. The points set out below cover some of the matters you are obliged to attend to under the terms of your lease.

### Checklist

- All windows internal and external and sills to be washed and cleaned.
- Electric/Gas oven, hob, extractor fan and microwave to be thoroughly cleaned and degreased internally & externally.
- The fridge freezer must be emptied of all food and be cleaned and defrosted, remove mildew, grime and food deposits. It should be left switched off with the doors left open.
- All kitchen cupboards must be emptied of food / goods and shelves, drawers and door fronts are wiped clean.
- All work surfaces and wall tiles cleaned and polished.
- Bins cleaned inside and out.
- Ensure spaces between appliances and cupboards free of food waste and rubbish.
- Washing machine, rubber at door, soap drawer and filters cleaned.
- All sanitaryware, electrical and kitchen fittings, fixtures and equipment must be thoroughly cleaned, be undamaged and in working order.
- Bath, toilet sink, shower screen and fittings cleaned, polished and descaled.
- All carpets to be vacuumed and, if soiled, should be professionally cleaned. All vinyl and laminate floor coverings and tiled floors to be washed.
- Under sofas / chairs / beds and behind furniture clear of rubbish and vacuumed thoroughly. (If applicable, sofa covers should be washed, dried and refitted to sofa.)
- Mattresses should be vacuumed and stains removed.
- All paintwork / skirting boards and window sills should be left in a clean condition and damaged plasterwork made good.
- All posters and blue tack / sticky tape to be removed without damaging wall paper or paintwork.
- If you have a telephone / Internet connection you should contact the Telecom Company requesting the line be disconnected and advise them of your forwarding address for this final account.
- The authorities responsible for the collection of Council Tax should be informed of your vacation and forwarding address. Your reference number and a copy of the statement should be forwarded to us. **Students must forward us proof their Council Tax exemption**
- All keys must be returned to us at the agreed date of termination of the lease – if the keys are not handed in at the date of termination of the lease, rent will be charged until the keys are returned. There will be a £30.00 charge for each missing key.
- Please ensure that your standing order has been cancelled after your last rental payment. Any extra rental payments will be subject to a £35.00 administration charge for a refund to be made.
- Forward copies of all final receipts for utility bills including Council Tax.**
- We cannot forward your mail when you vacate your flat. All mail will be returned to sender. So we advise that you contact the Post Office directly to organise for your mail to be redirected.

If the property and contents are left in an unsatisfactory condition, your deposit will be used to pay for the necessary remedial works to be carried out to put the contents of the premises into proper order.

**We would like refund your deposit as soon as we can. Therefore the cleaner you leave your flat and the quicker you supply your forwarding address and receipts of all final bills the sooner you will receive your deposit. Students must forward us proof their Council Tax exemption.**