

### Tenant Check Out Guidelines

The purpose of this document is to outline expectations and to help you along the way ensuring your deposit is refunded in full once you have vacated your property. Edinburgh Inventory Services are independent from Southside and are in no way biased towards tenants or landlords.

The dirtier a property is the longer it takes to do a check-out report please let us know in advance if you need any further guidance as we are here to help in any way we can. We understand accidental damage can occur please let us know if this has happened and we can point you in the right direction to have resolved prior to us arriving.

Below is a template of the checkout form we use to assess the condition and contents of your property room by room.

| <b>Cleaned to professional standard- Per Room</b>                | <b>Bedroom</b> | <b>Bathroom</b> | <b>Kitchen</b> |
|--|----------------|-----------------|----------------|
| Windows & Frames <b>clean</b><br>(Including exterior)            |                |                 |                |
| Skirtings & Doorframes<br><b>Dusted</b>                          |                |                 |                |
| Light fittings & Shades<br><b>Dusted</b>                         |                |                 |                |
| Flooring<br><b>Swept, mopped &amp; vacuumed</b>                  |                |                 |                |
| Furniture<br><b>Wiped &amp; polished</b>                         |                |                 |                |
| Underneath & behind furniture<br><b>Swept, vacuumed, cleared</b> |                |                 |                |
| Appliances<br><b>Cleaned internally &amp; externally</b>         |                |                 |                |
| Extractor Hoods & Fans<br><b>Clean &amp; dusted</b>              |                |                 |                |
| Units & Drawers<br><b>Wiped &amp; polished</b>                   |                |                 |                |
| Toilet, sink, shower & bath<br><b>Cleaned</b>                    |                |                 |                |
| <b>Décor clear from Cobwebs</b>                                  |                |                 |                |

#### Our Top 10 Places To Check

- |  |  |
|--|--|
| 1. Washing machine dispenser & seal                  | 2. Inside of drawers & wardrobes                 |
| 3 Skirting's- particularly behind furniture          | 4. Toaster & Small Appliances                    |
| 5. Shower head                                       | 6. Under toilet                                  |
| 7. All light bulbs to be replaced (Charge to change) | 8. Inside & outside of kitchen units and drawers |
| 9. Dust light fittings                               | 10. Extractor hood in the kitchen                |

We can recommend the following professional cleaning contacts who are aware of our standard of cleanliness required for check out:

|   |   |
|---|---|
| <p><b><u>Soft Furnishings</u></b><br/> <u>Andrew Dick Carpet Cleaning</u>– 07801 199385<br/>           £35.00 per carpet paid at time of work.<br/> <u>A&amp;T valeting for soft furnishing</u>-077283 62152<br/>           Carpets, sofas and mattress – price available on request direct</p> | <p><b><u>Cleaning</u></b><br/> <u>Bell Jackson</u> – 07908 819596<br/>           £13.50 per hour per cleaner discount if booked direct<br/>           Minimum 2 hours and £5.00 for cleaning products.<br/>           Additional £3.00 for oven cleaner.<br/> <u>Quality Cleaning</u> – 07926388156 - £15 per hour, £45 for oven clean.</p> |
| <p><b><u>Windows</u></b><br/> <u>Pro Window Cleaning</u>- 07568 531 681<br/>           IRO £20.00 per property if paid at time of work.</p>   | <p><b><u>Joiners/Painters/Handymen</u></b><br/>           Please contact your property Manager for other trades.</p>  |