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Company No: 6465958

Moving out 2009

Dear Tenants,

We are fast approaching the end of the academic year and wish to remind you of your obligations before moving out of your property. This includes ensuring the property is "sparkling clean" and correct everywhere prior to your locking up for the final time. By not carrying out the following, you may be at risk of incurring charges & therefore deductions from your deposit.

The main items which we require to be observed are:-

- All personal items to be removed completely from the property including items in the cellar (We recommend to start your disposal of unwanted items now as there will inevitably be more than you realized and eventual clearing will become your major problem)
- All rubbish must be placed **in** the outside bins provided by Leeds City Council if it does not fit inside the bin then it should be taken to a local refuse site (not placed in bins beside the bin); the closest are situated on Kirkstall Road and Meanwood Road. If you ring 0113 2224406 you can get any old furniture removed from bin yards and gardens for free. If any rubbish is not disposed of correctly and we have to clear it away, then you will be charged a minimum of £100 for this.
- It's illegal to leave bins on the street and the council's Environmental Action Team are beginning to issue fines for this. Please put your bin out the night before collection and bring it in as soon after it's been emptied as possible. If you move out before bin day then call 0113 380 1329 and arrange for a Leeds tidy warden to put it out and bring it back in after.
- **All Bills** to be settled and paid to the appropriate bodies e.g. Gas/ Electricity/Water (we will require proof that the bills are all up to date and paid in full before any deposits are returned). Rent must also be paid up in full.
- **All furniture** needs to be placed back in to the correct rooms. Each bedroom needs to contain the bed, wardrobe, chest of drawers, desk and chair. The appropriate furniture should also be placed in the communal areas. Any other furniture left which does not come with the property may incur a charge for removal.
- **All rooms** including bedrooms, common use rooms, halls, staircases, kitchens, to be cleaned thoroughly including areas under beds, sofas, chairs, etc. The insides of the windows also need to be cleaned.
- **All wall** posters, calendars, photos etc. must be removed leaving no marks from drawing pins, tape, or Blue Tac.
- **Cookers** need to be degreased and thoroughly cleaned, including underneath.
- **Fridges and freezers** to be completely emptied, defrosted, cleaned, and left switched off for incoming tenants' immediate use (Doors should be left open).

- **Bathrooms** to be cleaned with appropriate detergents ensuring discoloured areas and marks have been removed. Special sprays can be purchased for mildew we highly recommend the use of these. (It is recommended that sanitary-ware is left with detergent in toilets and surfaces disinfected before vacating the property).
- **The area outside** the property has been swept and tidied ensuring all litter is properly bagged and put in the council bins.
- **All electric lights** should be left operational with lamps (bulbs) fitted.
- On no account must there be batteries removed from smoke alarms (however where replacements are required this must be always carried out immediately)
- **Curtains and blinds** must be hung correctly, if you have had your own curtains during the tenancy and are taking them with you, the original curtains need to be put back.
- You must provide a "stamped addressed envelope" with the required destination of your deposit to be returned to.

If it is necessary for cleaners to attend the property once you have vacated, each tenant will be charged £25.00 and the cleaners will be charged to you at £20.00 per hour.

In cases where it is necessary for us to conduct damage assessment, and damage is recorded, then the assessment will be charged to you at £25.00 per tenant.

- When you leave the property for the final time, you must leave your bedroom unlocked and the name of the occupant on a piece of paper on the bed. The house must be left secure using yale/mortise and grill where applicable and the burglar alarm set.
- Please find enclosed key tags, key caps, key ring and a plastic bag; there is a set for each tenant. Please use the key cap for the key for your bedroom, if there is a number on your room door frame please write this in biro on the key cap & the key label. (If you do not have a room key then please return the key cap in the bag provided). You must then put the keys onto the key ring, securely attach the label provided and complete the information required. The keys and the completed label which must be stamped by the machine (which will be situated in the office) must then be put in to the bag provided, sealed and placed in to the appropriate box in the office. **Before 12 noon on 30th June 2009. On No Account Should Keys be returned via the post.** If you do not use the label provided then there will be a charge of £15.00.
- Proof that the utility bills have been paid will need to be forwarded once they have been settled. A letter or statement from the utility company (water, gas and electricity & council tax) stating that the account shows nil on the 1st July 2009 is sufficient proof.

All keys must be handed in before 12 noon on 30th June 2009.

Failure to comply with the key return procedure outlined will result in charges being made:

For keys handed in late i.e. after 12 noon a charge of £50.00 will be made per set.

For any keys handed in after 6pm on 30th June or for any keys not returned, a full lock change will be necessary for this a charge of £250.00 will be made.

- Please consider there may be queues on the day and allow time for this when handing in your keys.
- When you hand your keys in you must also return your moving in pack which you were issued with last year when you were given your keys, this pack **MUST** include the radiator bleed key, tenants handbook and copy of the gas safety certificate. These must be returned complete with the plastic wallet provided at the beginning of the tenancy

please place a sheet of A4 paper in the plastic wallet with each tenants name written on it.

- Should there be any property problems requiring post tenancy action, this will result in delaying deposit returns so it is important you make every effort to report any of these immediately to our office, preferably by email, but it can also be done by telephone, letter, or even in person.
- We believe you should now be fully aware of the above obligations and trust you will honour the requirements to ensure transfers are satisfactory but if you require any further clarification please don't hesitate to get in touch with us.

Meanwhile, in anticipation, we thank you for your co-operation over the last academic year and wish you every success in the future.

Yours sincerely,

Bevan & Co