

Ending Tenancy To Do Checklist

BELONGINGS

Ensure **ALL YOUR BELONGINGS** along with any rubbish are removed from the property and the property returned to original state (please refer to inventory).

CLEANING

Arrange to have the Property **PROFESSIONALLY CLEANED** at the end of your tenancy.

FORWARDING ADDRESS & ACTIVE EMAIL ADDRESS

Provide Eve Brown with **FORWARDING ADDRESS & ACTIVE EMAIL ADDRESS** if the latter is different from one already given.

RENT BANK STANDING ORDER

Cancel your **STANDING ORDER AFTER** your final rental payment has gone through.

*Note- Refund due to overpayment will incur an admin fee of £25 on top of any bank charge for the transaction (ie. Clydesdale Bank charges £25 for each international payment).

METER READINGS & CLOSING YOUR ENERGY ACCOUNT

Take **METER READINGS ON** the day your tenancy officially ends and **INFORM YOUR ENERGY SUPPLIER** of your readings and your end tenancy end date to generate your final bill.

*Note- as per terms of your lease, you are liable until your tenancy end date and not your move out date if it's different to the former.

RETURN ALL KEYS

RETURN ALL KEYS TO EVE BROWN OFFICE before midnight of your tenancy end date. If it's out of office hours, please ensure you put the keys in an envelope and post it through our office letterbox. You must write your full name on the envelope so we know who has returned the keys.