

This Guide - Here you can find details for how to use your inventory, your responsibilities regarding the upkeep of a property and reporting problems and a checklist guide so you don't miss anything when moving out.

Responsibilities - The rules of your tenancy will be outlined in your lease, however here are included a few guidelines to follow.

Maintenance Alert your landlord or agent of any maintenance concerns (faults/breakages) as soon as you become aware of them. If you don't know how to use the oven or heating system, ask! The furnishings and interior of a property are yours to take care of. i.e. Don't leave the iron on the floor or place hot pans on the work surface. Likewise, you should keep up to garden maintenance by ensuring that plants don't get overgrown and control weeds. It's important to heat and ventilate a property, to avoid condensation, which can lead to damp, and burst water pipes in the winter. You should leave your heating on a timer through the cold months.

Rubbish Disposal You should ensure that rubbish isn't left outside your property or even worse, inside! Don't let it build up. Make sure it's bagged property and put out on the day of collection. Seagulls can often be a pest on collection day. It's not unusual to see people's rubbish strewn down the road. Recycling is collected weekly and general waste every fortnight.

Holidays If you are leaving the property unoccupied, you should make sure it's heated and in a safe state. You need to let your landlord or agent know you are going away, this can especially apply over school or university term breaks.

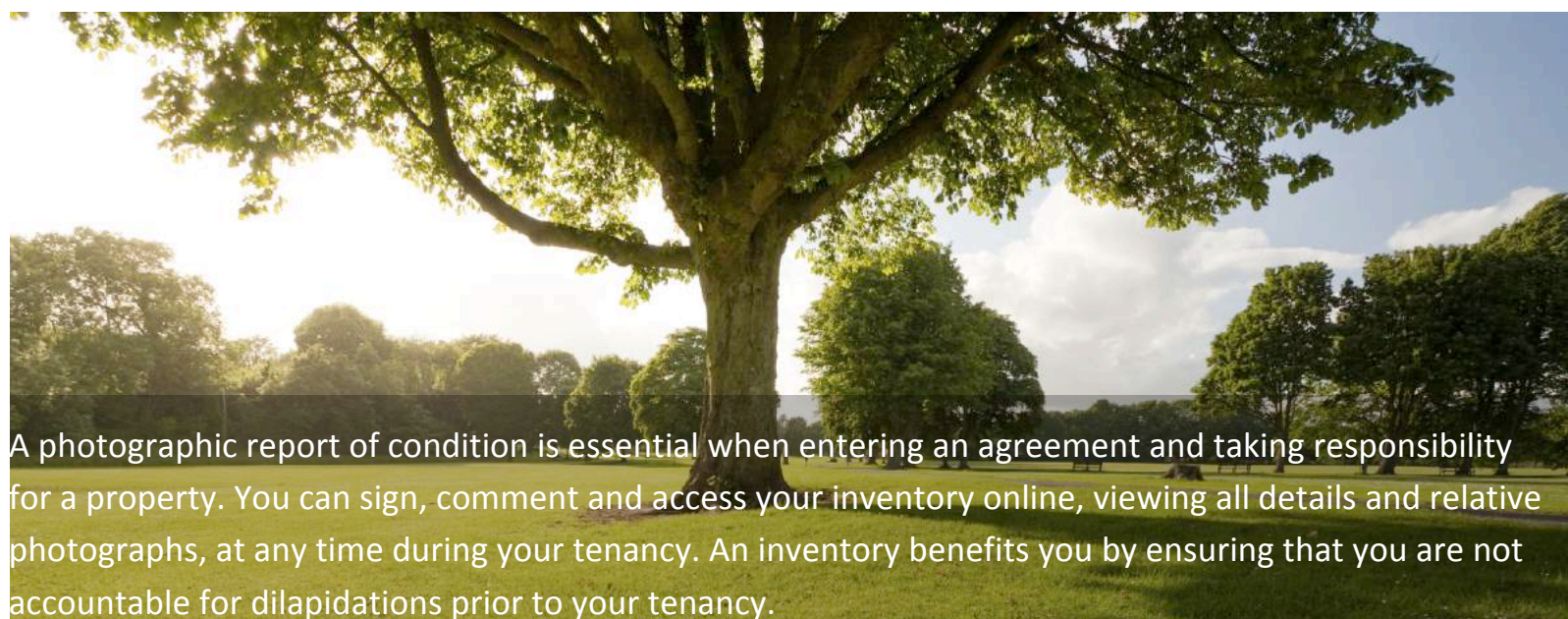
Subletting Under no circumstances can additional persons reside at a property you lease. If you do take on a lodger or have someone staying at your home, this becomes a problem and you'll be breaking the terms of your lease.

Smoking Smoking is not allowed in any properties we manage. Doing so is both dangerous, in breach of your lease and can be cause for intensive cleaning at the end of your tenancy.

Alterations You must not make any alterations or additions to the property. If you wish to make any changes, you must outline your proposals in writing and receive permission before carrying them out.

Noise Don't cause a nuisance to neighbours with music, parties etc

Pets Unless explicitly stated and agreed, no pets are permitted in the properties we manage.



A photographic report of condition is essential when entering an agreement and taking responsibility for a property. You can sign, comment and access your inventory online, viewing all details and relative photographs, at any time during your tenancy. An inventory benefits you by ensuring that you are not accountable for dilapidations prior to your tenancy.

Move Out Checklist – Things to do/check before you move out.

Doors	✓
All keys are ready to hand over (front, back, garage, shed etc)	
Lock mechanism and handles in good order.	
Any dents or scratches are reported	

Kitchen	✓
Remove all personal items including cutlery, pots and pans.	
Leave sink in a clean condition and remove any bits in the drainer.	
Wipe down counter tops. Excess damage due to carelessness (not using trivets/chopping boards) will require repair.	

Furniture	✓
Polish where necessary.	
Clear under sofas. Wash cushions and ensure dirt in fabrics are removed.	
Ensure items are located in correct rooms – as shown in your inventory.	

Floors	✓
All floors are vacuumed or mopped as necessary.	
Watch out for under beds, fridge doors and other furniture.	
If any odour or excessive dirt is present flooring may require professional cleaning.	

Appliances	✓
Oven must be thoroughly cleaned inside and out. Be careful on your methods of cleaning dependant on surface material. If you have problems with controls or extractors let us know in advance.	
Fridge and Freezers should be emptied, wiped down and defrosted.	
Clean out powder/detergent compartments and doors/seals.	
Wipe down/dust items	
Dust and clean skirting and architraves	

Windows	✓
Polish the inside of all windows and the outside where possible.	
Watch for chips and damage, although glass is not expensive the replacement work can be.	

Walls	✓
Clean splashbacks and be aware that excessive scuffs and marks will require redecoration.	
Holes, use of blue-tac, door knob marks and dents will require repair	

Garage/Garden	✓
Remove all personal items and rubbish from the property. Do not leave rubbish bags outside the property.	
Cut plants and remove weeds. Plants should be cut back/pruned if necessary.	