

MOVING OUT PROCEDURE

THANK YOU FOR RENTING OUR PROPERTY!

THIS NOTICE IS A REMINDER THAT YOU NEED TO REMOVE ALL YOUR POSSESSIONS BY THE AGREED TENANCY END DATE.

TO ENSURE YOU RECEIVE YOUR FULL DEPOSIT BACK, PLEASE ENSURE THE FOLLOWING HAS BEEN FULFILLED.

Before Moving Out

- Ensure the property is painted where necessary to either Magnolia OR White (To match rest of walls).
- The garden/yard must be left weed free, clean and tidy.
- All carpets must be cleaned and vacuumed. Windows (inside and out) must be cleaned.

When Moving Out

- Please make sure the property is left cleaned and all rubbish and food has been removed.
- Any “White Goods” supplied with the property i.e. cooker, fridge / freezer, washing machine, should be left in a clean condition and in good repair. If a fridge / freezer has been supplied, please ensure that it has been defrosted, cleaned, switched off and that the doors have been left wide open with a dry unused tea bag on each shelf (This is to neutralise the smell).
- Please ensure all property bins have been emptied on the relevant bin days and put back securely in the back yard of the property.
- Any furniture supplied with the property i.e. beds, sofas, tables, etc should be left clean and in good repair.
- Please remove all personal possessions from the property and its grounds.
- Replace any burned out light bulbs.
- Clean stove, oven, and any other appliances supplied with the property.



When Moving Out Continued

- Ensure you take final meter readings for gas/electric/water and give them to your service provider. If you have card meters please leave the cards behind for emergency use.

Returning the Property

- Please be sure to fully secure the rental by locking all windows and doors.
- ALL keys should be returned to:

Portland Management Company at The Watermark, 9-15 Ribbleton Lane, Preston, PR1 5EZ, on the day you leave the property by one of the following methods:

1. In person during office hours ie 10am-5:30pm
2. In person outside the above office hours by putting them in an envelope along with your name, the property address and your forwarding address and putting them through the office letter box.

Please note- You must return the keys before the set given date, otherwise we will deduct rent from the deposit from everyday it becomes overdue.

Returning your Deposit

After you have vacated the property and we have received your keys, it will be inspected and photographed for compliance with your tenancy agreement. Any cleaning beyond normal wear or repairing damage, will be at your expense. You will be charged against your security deposit. You will be notified of any charges.

Please also leave a forwarding address.

Your deposit will be returned to the provided bank details.

WE WISH YOU ALL THE BEST IN YOUR NEW HOME.

-PORTLAND MANAGEMENT