

MOVE OUT REQUIREMENTS

To ensure a full refund of your security deposit and to avoid any unnecessary delays in the reimbursement, you are required to leave the property ready for the next tenants to move in. For your convenience, please find below the procedures necessary:

- Rent must be paid up to the date of vacation
- All sets of keys, sensors and remote controls for access to car parks and apartment blocks should be returned on date of vacating
- A forwarding address should be provided on date of vacating in order to enable us to change the utilities out of your name
- The property should be left in a clean and tidy condition, paying particular attention to appliances i.e. cooker, cooker trays (oven, hob & extractor fan), fridge (defrost ice-box), microwave, dishwasher, etc.
- Floors and carpets should be professionally cleaned where necessary
- All Cupboards, hand-basin, toilet(s), shower/bath should be cleaned thoroughly
- Walls & skirting boards should be cleaned
- All windows should be cleaned where it is safe to do so - for example, only the insides of windows on higher storeys in apartment blocks however the insides and outsides of balcony doors
- All mirrors should be cleaned with no wipe marks visible
- All surfaces should be wiped with no wipe marks should be visible
- All refuse should be removed from the premises
- Furniture & fittings should be in good repair and condition - as set out in your Lease Agreement
- All items on the inventory must be accounted for and any damaged items must be replaced with items of equal value or repaired to the landlord's satisfaction
- If applicable, gardens must be left in good order (grass cut, shrubs trimmed)
- Waste Charges must be paid up to the date of you vacating the property
- All tenants personal belongings must be removed
- Hot press must be empty with the exception of the landlord's possessions
- Clean mattress protectors must be left on each bed
- All light bulbs should be in working order

Each of these items must be completed **PRIOR** to final inspection.

Upon fulfilment of the above conditions to the satisfaction of our office, we will arrange a reimbursement of your deposit with your landlord as soon as possible.

Please note that failure to carry out any or all of the above may result in delays and/or deductions from your security deposit.

On the day of your departure, the property will be inspected and meter readings will be taken for final utility bills to be calculated. We will ensure that electricity and gas utility accounts are transferred back into the Landlord's name. Please **do NOT disconnect any utilities** as this may result in a reconnection fee which will be payable by you.

Any other services that you have signed up to while in the property must be cancelled by you and payments for such services must be up to date.

Your local Post Office offers an excellent service whereby they will forward your post to your new address. We strongly recommend that you avail of this service as our office and new occupants cannot be held responsible for any post addressed to you following the vacate date.

Finally, please note that it is your responsibility to contact your bank and cancel the standing order.

Thank you for your cooperation regarding the above matters. Should you have any queries, please do not hesitate to contact the office.