

## **Move-Out Checklist**

We have compiled this useful checklist for your convenience, as you prepare to move out of your property. This document will eliminate any grey areas around the actions you must take, ensure your move out is as seamless as possible, and help to avoid any unnecessary deposit deductions or disputes.

### **Your Move Out Process**

1. **Standing Order:** Ensure you cancel your standing order after your last month's rent leaves your account. Your deposit can never be used as your last month's rent.
2. **Gas & Electric:** Ensure that you close your accounts with your service provider.
3. **Other Utilities:** Ensure you cancel your bin, phone, tv & internet contracts. Please take your broadband modem and tv box with you. Brock Delappe will not arrange the return of these on your behalf and your provider may charge you for the equipment.
4. **Post:** Ensure you update your postal address. An Post offer a post redirection service. For more information call them on 1850575859, or visit their website.
5. **Deposit Return:** Email us a typed version of your IBAN and account name and we will arrange your deposit refund with the landlord. Once you sent this, call the office to verify your account details as due to cyberfraud rules with the bank we need to verify these by phone. This is normally processed within 7-10 working days from move out date.
6. **Codes:** Email us all door, gate or alarm codes.
7. **Cleaning:** You are required to arrange an end of tenancy clean of your property.
8. **Key Return:** Return all keys, fobs, remotes and parking permit to the Property Manager once you have removed all of your personal items and completed the end of tenancy clean.
9. **Final Inspection:** Once you are fully moved out and have returned all keys, we will carry out a physical inspection of the property. We will report back to you if there are any items you need to address.

## How To Return Your Property

You must return the property in the condition you received it, minus “general wear and tear”. If the property is handed back with excessive wear and tear, requires further cleaning, gardening, or removal of tenants’ belongings, then the cost will be deducted from your deposit.

Follow the below steps outlined, to easily avoid any deductions to your deposit.

- **General Cleaning:** Ensure an end of tenancy clean is complete. If the standard of cleaning is not sufficient then you will have to return to complete the cleaning, or the cost of a cleaner will be deducted from your deposit. Areas to focus on are –
  - ✓ Inside of all wardrobes, kitchen and bathroom presses (inside & out)
  - ✓ Vacuuming under furniture
  - ✓ All woodwork, work surfaces, inside of the windows, in addition to a general clean
- **Kitchen & Bathroom Cleaning:** Areas to focus on are –
  - ✓ Oven & hob, microwave, kitchen & bathroom extractor fans
  - ✓ Defrost and clean fridge/ freezer
  - ✓ Shower screens and tile grout
  - ✓ Never ever turn off the fridge/ freezer
- **Carpets & Upholstery:** If carpets, upholstery, mattress etc. become stained or grubby during your tenancy, please ensure you have them cleaned.
- **Curtains & Blinds:** Ensure all curtains are clean and un-creased. Ensure all blinds cords are detangled.
- **Personal Items:** Please ensure you remove all personal items from the property. This includes coat hangers, food, furniture and anything you may have brought into the property.
- **Gardens:** Ensure all grass and hedges are cut, weeding, and general tidying up of the garden are complete. It is the responsibility of the tenant to maintain the gardens unless the property is part of an apartment development or is a flat in a house.
- **Bins:** Ensure all bins are empty and no bags of rubbish are left behind. If the bins are due to be collected, please ensure you make us aware of your plan to return to the property and put the bins out. Otherwise, a collection fee will be deducted against your deposit.
- **Lightbulbs:** Ensure all burnt-out lightbulbs are replaced.

✓ The price of bulbs and labour will have to be charged to you if bulbs are not replaced. The minimum labour callout charge is €100 plus vat at 13.5%.

- **Turning Off the Power:** Never ever turn off any fuses on the fuse board. This can lead to the freezer defrosting, leaking, and causing water damage to the kitchen. It can also lead to mould forming in the fridge/freezer.
- **Keys, Fobs, Remotes, Keys, Parking Permits:** You must return all keys, parking fobs, remotes, letterbox keys and parking permits to the Property Manager at the end of your tenancy. There will be deductions on your deposit if you lose any of these.

### Trusted Contractors for Your Move Out

Below is a list Brock Delappe trusted contractors offering a reliable and competitive service, regularly used by our estate agency. If you require any assistance with your pre-move out cleaning or maintenance, please feel free to employ them directly.

(Please note that Brock Delappe will not become involved in any agreements or disputes that may arise between you and the contractor, and you are responsible for paying the contractor directly.)

- **Carpet/Upholstery Cleaning:** Lark Dream Cleaning, 0896183145, info@dreamcleaning.co
- **Cleaner:** Lark Dream Cleaning, 0896183145, info@dreamcleaning.co
- **General Repairs:** Gavin Doyle Property Services, 0863513076, gavindoyleps@gmail.com
- **Gardening services:** Gavin Doyle Property Services, 0863513076, gavindoyleps@gmail.com