

END OF TENANCY CHECKLIST

GIVING NOTICE

Confirm your end of tenancy date
Check your tenancy agreement or confirm with your landlord.

Give notice to your landlord
Give at least 4 weeks notice in writing.

Receive confirmation of your end date from your landlord
Ask your landlord to confirm the agreed tenancy end date in writing, detailing the exact date you are moving out.

3 WEEKS BEFORE YOUR MOVE DATE

Review your inventory
Review your inventory and make a list of any repairs that need completing or missing items that need replacing.

Set up phone, broadband & TV at your new home
Notify your phone / broadband / television supplier of a change of address and your checkout date. It can take time to set up the service at your new home, so the sooner you do this the less likely you will lose service when you move.

2 WEEKS BEFORE YOUR MOVE DATE

Confirm your deposit details
Check if your deposit is protected and confirm the process for arranging return.

Confirm the final inspection date
Confirm the final inspection date with your landlord, this is usually your checkout day or after.

Arrange cleaning
Check in your tenancy agreement whether a professional clean is required. Book cleaners - you want them to clean after you move out and prior to the final inspection if possible.

Arrange gardening
Arrange any gardening required to return the garden to the condition in the inventory.

Arrange any required maintenance & repairs
Book in tradesmen for any repairs or maintenance identified when reviewing your inventory.

Arrange for Royal Mail re-direction
Make sure to have your mail re-directed.
