



Wright Letting
&
Management

www.wrightletting.co.uk

01270 216478

enquiries@wrightletting.co.uk

HOW TO RECEIVE YOUR FULL DEPOSIT

This quick guide is intended to help you prepare for checkout, so that the event runs smoothly, and to minimise the risk of misunderstandings, deductions from your deposit.

As long as you comply with all the terms of your agreement your security deposit is fully refundable. That includes giving proper written notice of your intention to vacate the property.



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THE INVENTORY

It is a good place to start, by running through your copy of the inventory to remind yourself about the contents and condition at the start of the tenancy, and to check for damaged or missing items.



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NORMAL WEAR AND TEAR

Please note that normal wear and tear does not include damage, or excessive wear and tear.

Normal wear and tear is generally anything which occurs as part of daily living (for example, the carpet becoming more worn in places where the tenants would frequently walk) is considered normal wear and tear. Dirt or stains on the carpet and marks or nail holes in the walls are not normal wear and tear.



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CLEANING

The following describes in detail what is expected in the way of cleaning, repairs and maintenance

- If applicable, the fridge and freezer needs to be defrosted and cleaned
 - Fully clean oven and stove-top
- All hard surfaces should be washed down and cleaned with a proprietary cleaner/disinfectant , including all floors, which must not be 'sticky'



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- All woodwork, skirting boards, etc should be washed down
- All soft furnishings especially carpets should be cleaned, paying special attention to any heavy stains and marks if applicable.
 - All light fixtures should have a working light bulb.
- Smoke detectors should have batteries and be in working order
- All rubbish or personal items must be removed from the property



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CHECKOUT

- All sets of keys must be returned. Internal keys for cupboards, windows, etc should be left in their locks
- Once the final checkout has taken place, you will not have access to the property, and therefore any remedial work will have to be carried out by the contractors at your expense.
- Please note any items that were professionally cleaned prior to move in must be done at vacation and evidence provided.



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FINAL BILLS

Please notify the relevant companies to close your accounts. You will need to provide end date, forwarding address and meter readings for the final bill. If you do not cancel your utilities, they will continue to bill the service in your name

MAIL FORWARDING

Once you move out, we will not receive or forward any mail on your behalf. You should therefore make arrangements with Royal Mail to do so.