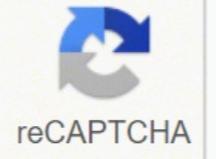




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Open

CHECKLIST FOR END OF TENANCY CLEANING	
Kitchen	
<ul style="list-style-type: none"> • All work surfaces washed, dry-wiped & polished • All cupboards & drawers cleaned inside/out & smearfree • All crockery, cutlery & utensils washed, dried & neatly stacked • Sink traps cleaned & polished, removing lime-scale • Unit tiles degreased, cleaned & polished • Oven cleaned inside & out • Extractor fan & filters cleaned or replaced • Fridge/freezers cleaned & defrosted • Exterior of washing machine wiped & soap drawers cleaned • Dishwasher cleaned, including filters if accessible • Exterior of all appliances including kettle, toaster & microwave -dry-wiped clean • Bins emptied & cleaned (internally) • All cobwebs removed from ceilings / walls • Internal windows cleaned. All rubbish removed 	Hallway / Stair Areas <ul style="list-style-type: none"> • All carpeted areas & edges vacuumed • All hard floors washed (for laminate flooring damp-mop only) • All skirting, any picture rails & radiators dusted & damp-wiped • All window ledges dusted & damp-wiped • All doors, fittings, hinges dusted & damp-wiped • All light & socket fittings dry-wiped clean (use dry cloth only) • Staircase treads, risers, balustrades, & handrails cleaned • All walls spot cleaned, removing finger marks • All cobwebs removed from ceilings /walls • Internal windows cleaned. All rubbish removed
Please note that it is not always possible to remove all lime-scale from bathroom and shower areas, especially if it has not been	
Bathroom and Toilet	
<ul style="list-style-type: none"> • Toilet lid, seat, underside & surrounding areas cleaned & wiped dry • Toilet decorated cleaned & polished • All mirrors, taps & fittings cleaned & polished • Bathroom door / fittings wiped down • Bathroom cleaning boards/tile/ceramic walls washed down & wiped • Pipe work/radiator wiped • Tiled areas degreased, cleaned & polished • Bath area cleaned & fittings wiped • Wash basin cleaned, degreased & polished • Shower area cassette fittings cleaned, polished & de-scaled • Bidet (if applicable) cleaned, cleaned & polished • Floor washed & dried • All doors, fittings, hinges, etc. dusted & damp-wiped • All light & socket fittings dry or very lightly damp-wiped clean • Window area internal glazing & framework washed down • All cobwebs removed from ceilings / walls • Bins emptied & cleaned inside & out 	Bedrooms <ul style="list-style-type: none"> • All carpeted areas & edges vacuumed • All hard floors washed (for laminate flooring damp-mop only) • All skirting, any picture rails & radiators dusted & damp-p swept • All window ledges dusted & damp-wiped • All doors, fittings, hinges dusted & damp-wiped • All light & socket fittings dry-wiped clean (dry cloth only) • All walls spot cleaned with damp cloth, removing finger marks • All furniture & surfaces cleaned & polished • All cobwebs removed from ceilings / walls • All bins emptied & cleaned • Internal windows cleaned. All rubbish removed
Please note that it is not always possible to remove all lime-scale from bathroom and shower areas, especially if it has not been cleaned off regularly.	
Lounge/Diner	
<ul style="list-style-type: none"> • All carpeted areas & edges vacuumed • All hard floors washed/laminate flooring lightly damp-mopped • All skirting / radiators dusted & damp-wiped • All window ledges dusted & damp-wiped • All doors, fittings, hinges dusted & damp-wiped • All light & socket fittings dry-wiped clean (dry cloth only) • Walls spot cleaned, removing finger marks • All cobwebs removed from ceilings / walls • Bins emptied & cleaned • Internal windows cleaned. All rubbish removed 	Cleaning equipment suggestions: Quality vacuum cleaner (empty & replace canister/bag if full) Microfibre & Glass Cloths Non-Scratch Sponge Scourers Dish Cloth Rags Cloth Mop & Bucket & Microfibre Mop Dusterpan & Brush Kitchen Roll or Blue Paper Roll Ecological Dust Cleaner Ecological Toilet Cleaner with Lime-scale Remover Ecological Bathroom cleaner Ecological Kitchen cleaner Ecological Laminate floor cleaner Ecological all purpose floor cleaner (but not for laminate floors) Bin bags NEVER USE CLOTHS USED IN THE BATHROOM/TOILET FOR CLEANING THE KITCHEN OR VICE VERSA! (THIS PREVENTS CROSS CONTAMINATION OF GERMS) Use different colour cloths for kitchen & bathroom

Tenants acknowledge that all smoke detectors and fire extinguishers were tested in their presence and found to be in working order, and that the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to replace any smoke detector that did not pass its test.

Landlord-Tenant Checklist

MOVE OUT REQUEST FORM			
The customer is responsible for granting meter access to the TDU in order to complete the Move Out Request.			
Name _____ Mailing Address _____ City _____ State _____ Zip _____ Home Tel. _____		Account Number _____ Apt. #/Unit _____ Date _____	
Please indicate if you have a lease or power of attorney agreement with the previous tenant. Cancellation Type: Please check one of the following: <input type="checkbox"/> Lease Cancellation <input type="checkbox"/> Lease Ending <input type="checkbox"/> Lease Renewal <input type="checkbox"/> Power of Attorney If applicable <input type="checkbox"/> Other Reason _____			
Authorization: I understand that the early termination fee may apply as described in the terms and conditions of my service contract. I further understand that the TDU will not be held liable for any unauthorized usage reported by the previous electric service provider involved above.			
Billing Address Information: Customer Name _____ Phone _____ Address _____ City _____ State _____ Zip _____ Apt./Unit _____		Authorized Signature: _____	

MOVE-IN / MOVE-OUT

Date: _____

For a landlord to collect a security deposit, a written statement specifically describing the condition and cleanliness of or existing damages to the premises and fixtures must be provided to the tenant at the time the lease is signed.

Both the landlord and tenant should carefully go through the premises and describe the condition of the unit at the beginning of tenancy. It is not required for the statement shall be signed and dated by the landlord and the tenant, and the tenant shall be provided with a copy of the signed statement.

Landlords are required to go through the statement, with the tenant, at intervals of tenancy. Landlords cannot charge a tenant for services they did not provide by the landlord.

Overall Condition of Unit
Check to make sure all conditions are met. If any of these conditions are not met, check the box and list the problem(s) on the back of this page.

Unit is equipped with working Smoke Detectors?	Yes: _____
Do all outlets and light switches work?	Yes: _____
Adequate locks on doors and windows?	Yes: _____
Unit has working heat?	Yes: _____

Area (if not applicable, indicate N/A)	Detailed Condition at Move-In	[check one]			[check one]		
		Good	Fair	Poor	Good	Fair	Poor
KITCHEN							
Floor/carpet/linoleum/other floor covering							
Walls							
Ceiling							
Windows (including locks)							
Window coverings: Type _____							
Doors (including locks)							
Light fixtures							
Cabinets/cupboards							
Countertops							
Sinks/faucet							
Plumbing (including sink drains)							
Stove/Oven/Broiler: serial # _____							
Stove Hood/FILTER/Fan/Burners/Timer							
Refrigerator: serial # _____							
Dishwasher: serial # _____							
Garbage Disposal							
Other:							
UTILITY ROOM							
Washer: serial # _____							
Dryer: serial # _____							
Water Tank							
Floor/carpet/linoleum/other floor covering							
Walls							
Ceiling							
Windows (including locks)							

Landlord-Tenant Checklist			
GENERAL CONDITION OF RENTAL UNIT AND PREMISES			
Brief Address:	Unit Number:	City	
	Condition on Arrival	Condition on Departure	Estimated Cost of Repair/Replacement
LIVING ROOM			
Rooms & Floor Coverings			
Drapes & Window Coverings			
Walls & Ceilings			
Light Fixtures			
Windows, Screens & Doors			
Front Door & Locks			
Fireplace			
Other			
Other			
KITCHEN			
Rooms & Floor Coverings			
Walls & Ceilings			
Light Fixtures			
Cabinets			
Counters			
Stove/Oven			
Refrigerator			
Dishwasher			
Garbage Disposal			
Sink & Plumbing			
Windows, Screens & Doors			
Other			
Other			
DINING ROOM			
Rooms & Floor Covering			
Walls & Ceilings			
Light Fixtures			
Windows, Screens & Doors			
Other			

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