



Rented Properties - END OF TENANCY Guide

Have you given the **correct notice of termination in writing**? Refer to your copy.

Thank you for giving us advanced notice that you are vacating. We have every intention of returning all of your security deposit as long as you have fulfilled your agreement with us.

Now that you are moving out, your lease requires that you leave the house / apartment in a clean and undamaged condition. It is our intention (and we know it is yours too) to have a clean livable rental property, inside and out, to present to the new tenants on their move-in day.

You will be in the process of packing your belongings. Use this time before vacating to discard any of your personal property that you will not be taking with you. Large items may require special arrangements for their removal etc. Please bear in mind that these arrangements need to be made as soon as possible.

Rent, bills and other charges

Has all rent been paid in full and have you arranged payment of the final bills?

If the bills are not in your name have you made arrangements for payment?

Clean the House / Apartment

Begin to put unwanted items out for rubbish, visits to the local waste plant or special collection i.e. skip hire etc. In the event that you vacate, abandoning personal property or junk on the premises or in front of the property, you may be held responsible for the cost of removal for those materials. Remove all food, debris, and other personal belongings. Replace any burned out light bulbs.

Clean the refrigerator and defrost the freezer if necessary.

Clean all floors and / or carpeting, clean hob, oven and any other appliances.

Be sure grounds and lawn are trim and clean, free of weeds, leaves, etc.

Report any and all damage in writing.

Upon leaving, please be sure to fully secure the house/apartment by locking all windows and doors. Take a meter reading and agree it with landlord/letting agent (us).

IMPORTANT: Please **return all the house / apartment and post box keys** that you received from Billy O'Shea Properties, to our office on the date you have advised you will be vacating. If the keys are not returned on time, then you could find yourself liable for rent for additional days beyond the agreed departure date.

Do you have photos of how you left the property and has a final inspection been carried out by the landlord/letting agent (our office)?

After you have vacated the property, it will be inspected for compliance with your lease/rental agreement and the expense of cleaning or repairing damage, if any, will be charged against your security deposit. You will be notified of any charges.

Return of Deposit

Has agreement been made as to when the deposit will be returned and whether any deductions are necessary?

We know how difficult it can be to be moving, so please accept our thanks for all your co-operation and we would like to wish you the Best of Luck in your new home.