

Leaving your home checklist

Inside your home

- ☐ All door keys to be handed back to us, including any fobs registered to the property.
- ☐ Furniture, appliances and goods must be removed.
- ☐ All fitted cupboards and kitchen units must be clean and empty.
- ☐ Clear the loft of all your belongings.
- ☐ Any electrical fittings you have put in must be removed by a qualified electrician and either made safe or the original fittings replaced. Eg: chandeliers, brass/chrome light switches.
- ☐ Any damage to doors, windows, walls, banisters, kitchen units etc. which is not 'fair wear and tear' must be repaired.
- ☐ All decorations should be of a satisfactory standard and fit for a new tenant to move in.
- ☐ Your home should be clean throughout.
- ☐ Any repairs that are your responsibility need to be carried out.
- ☐ Curtains, blinds, carpets and other floor coverings you have fitted must be removed.
- ☐ Leave operating instructions for equipment (boiler, gas fire etc.) all in one place.
- ☐ Pay all utility bills up to the date your tenancy ends.
- ☐ Leave the smart meter remote unit in the home.
- ☐ All flooring to be cleaned and free from grease and dirt.
- ☐ Glazed wall tiles to be cleaned and free from grease.

Outside your home

- ☐ All grass and hedges and shrubs must be cut/pruned back.
- ☐ Gardens must be cleared of rubbish or and personal items.
- ☐ Fences and gates must be in sound condition and any damage repaired.
- ☐ All animal excrement to be cleared up.
- ☐ Have any external electrics you have fitted removed and made safe by a qualified electrician.
- ☐ Empty the wheelie bins.
- ☐ Remove compost heaps, compost containers etc.
- ☐ All sheds and outbuildings owned by Rooftop Housing Group must be empty and clean.
- ☐ All sheds, greenhouses and other outbuildings that you own need to be removed.
- ☐ Empty and fill in any garden ponds and return the area to its pre-pond condition.

Alterations you have made

If you have our written permission (through our Permission Application process) and the Building Inspector feels the condition, health and safety aspects and suitability give no **cause for concern**, you can leave them in place. If you have made any alterations **without** our written permission, you will need to return it to its original condition. In some cases, our Building Inspector may provide written permission for the alteration to stay in place.

Bulky Items

If you have any unwanted bulky items, please make sure they are moved. Visit your local council website to find out more or give them a call for more information.