

# 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.