



MOVE OUT GUIDE

EVERYTHING WORTH KNOWING.

A TRUSTED, INDEPENDENT LETTINGS & PROPERTY MANAGEMENT PARTNER

A large, faded version of the crossed keys logo is positioned in the bottom right corner of the page, serving as a background element.



DEAR TENANT,

As your tenancy comes to an end, we'd like to thank you for choosing Savoy Lettings. We hope you have enjoyed your time in the property and that your experience with us has been a positive one.

This guide has been prepared to help make the check-out process as straightforward as possible. It explains what to expect before you move out and outlines the steps you can take to ensure a smooth handover of the property.

If you have any questions regarding your end of tenancy or require any assistance, our team is here to help. You can contact us on 0113 460 3451 or by email at enquiries@savoylettings.co.uk.

We recommend reading this guide carefully before your move-out date and completing the check-out checklist to help ensure the property is ready for inspection.

Your feedback is always appreciated. It helps us continually improve the service we provide and ensures we deliver the best possible experience for future tenants.

On behalf of everyone at Savoy Lettings, we would like to thank you once again and wish you every success and happiness in your new home.

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WHEN YOU'RE READY TO MOVE ON

Under the current tenancy legislation, most assured tenancies are periodic (rolling) tenancies, meaning they do not have a fixed end date. If you decide to leave the property, you must provide your landlord with the required written notice in accordance with your tenancy agreement and current legal requirements.

Once we have received your notice, we will confirm your move-out date and provide you with guidance on the check-out process, including everything you need to do before returning the property.

PROPERTY VIEWINGS

After notice has been served, we may begin marketing the property to prospective tenants.

Where viewings are required, we will always contact you in advance to arrange a suitable appointment and will provide at least 24 hours' notice before attending the property. We will always endeavour to minimise disruption and arrange viewings at mutually convenient times.

CHECK-OUT INSPECTION

A final inspection will be carried out once your tenancy has ended to assess the condition of the property against the original inventory and schedule of condition.

If you would like to be present during the inspection, please let us know after giving notice and we will do our best to accommodate your request. Where this is not possible, or if you choose not to attend, the inspection will take place once the property has been fully vacated and all keys have been returned to Savoy Lettings.

FINAL UTILITY ACCOUNTS

Before vacating the property, you must contact your utility providers to close your accounts and arrange for final bills to be issued.

Final meter readings should be taken on your last day of occupation and submitted to your gas, electricity and water suppliers. Once your accounts have been settled, please provide proof of your final utility statements to Savoy Lettings for our records.

If you require assistance locating your meters or obtaining final readings, please contact our team and we will be happy to assist wherever possible.

MOVE-OUT CHECKLIST

To help ensure a smooth check-out process and the prompt return of your deposit, please complete the following before vacating the property.

- ❑ Settle any outstanding rent or other charges before your tenancy ends, as unpaid balances may delay the return of your deposit.
- ❑ Provide Savoy Lettings with your forwarding address and current bank details to allow us to contact you and process your deposit return.
- ❑ Notify your utility providers and arrange final accounts for electricity, water, broadband and Council Tax. Please ensure final meter readings are taken and keep copies of your closing statements.

PREPARING THE PROPERTY

Before returning your keys, please ensure the property is left in the same standard of cleanliness as it was at the start of your tenancy (allowing for fair wear and tear). This includes, but is not limited to:

- ❑ Cleaning the oven, hob, grill, trays, racks and extractor fan.
- ❑ Emptying, defrosting and cleaning the fridge/freezer, leaving it switched off with the doors slightly open where appropriate.
- ❑ Cleaning the washing machine, including the detergent drawer, drum seal and any accessible filters.
- ❑ Wiping the inside and outside of kitchen cupboards and drawers.
- ❑ Cleaning bathrooms, sanitary ware, tiles and shower screens.
- ❑ Dusting skirting boards, doors, door frames, light fittings and removing marks from walls and light switches where possible.
- ❑ Cleaning internal windows and any accessible external glass.
- ❑ Removing all personal belongings and disposing of household waste.

GENERAL PROPERTY CARE

- ▣ Replace any blown light bulbs before leaving the property.
- ▣ Repair or replace any damaged or missing items for which you are responsible.
- ▣ If the property includes a garden, ensure lawns are cut, borders are tidy, weeds removed and outdoor areas left in a neat condition.
- ▣ Curtains, blinds and any window coverings should be cleaned where required.

CARPETS & PETS

Carpets should be left in the same condition as they were at the start of your tenancy, allowing for reasonable wear and tear. Where carpets have become stained or heavily soiled, professional cleaning may be required under the terms of your tenancy agreement. If professional cleaning is carried out, please retain your receipt as evidence.

If pets have been authorised during your tenancy, any additional cleaning requirements specified within your tenancy agreement, including professional carpet cleaning and flea treatment where applicable, must be completed before you move out. Proof of these services should be provided upon request.

Following the final inspection, the property's condition will be assessed against the original inventory, and any proposed deductions from your deposit will be discussed with you where applicable.

- ❑ Cancel any standing order or recurring payment used to pay your rent. This must be done directly with your bank, as Savoy Lettings is unable to cancel payments on your behalf. Any rent received after your tenancy has ended may be subject to an administration fee before it can be refunded.
- ❑ Ensure all personal possessions, refuse and cleaning equipment have been removed from the property before the final inspection takes place.
- ❑ If you have changed the property's alarm code during your tenancy (where applicable), please provide the updated code when returning your keys or confirm the correct code with our team.
- ❑ If there are any maintenance issues that have not already been reported, please notify us before you vacate the property. Reporting concerns in advance allows us to assess them appropriately and may help avoid unnecessary deposit deductions.
- ❑ Arrange for your post to be redirected through Royal Mail before you move. Savoy Lettings cannot accept responsibility for mail delivered after your tenancy has ended, and updating your address promptly can help protect against identity fraud.
- ❑ To assist with the return of your deposit, please provide your forwarding address together with copies of your final utility statements confirming your accounts have been closed.

GET IN TOUCH



Thank you once again for choosing Savoy Lettings. If you have any questions about your check-out or deposit return, our team is on hand to help.

EMAIL

enquiries@savoylettings.co.uk

PHONE

0113 460 3451

WEBSITE

www.savoylettings.co.uk

Wishing you every success and happiness in your new home.

