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| 21 January 2016  «Title» «KnownAsName» «Surname» «Address» «City» «PostCode» | Tenant Reference Number: «PaymentBookId» |

**VACATING YOUR TENANCY**

Dear «KnownAsName»

Thank-you for advising of your intention to vacate your property at «Address», «City», on dd/mm/yyyy.

As discussed, I will visit your property at hh:mm on dd/mm/yyyy to perform a ‘Pre-Vacancy’ inspection.

This will give us both an opportunity to discuss the condition of the property, our expectations as to anything that needs to be done prior to the vacation date, and confirm a time that we can meet to arrange hand-over of the keys.

Please note that I have also included a Vacation Checklist which outlines our requirements regarding the condition of the property when you leave.

Please do not hesitate to contact me if there is anything you wish to discuss, or if any circumstances change which will affect the arrangements outlined here.

Yours sincerely

«TenancyManager»

(Job Title)

**VACATION CHECKLIST**

Before you leave your «SiteName» property please check and complete the following (as appropriate). In the event that «SiteName» is required to carry out remedial work, any cost of doing so, will be passed on to you.

**BELONGINGS:**

* Please remove all of your belongings from the property when you vacate.
* Anything that remains after you leave will be disposed of at your cost.

**RUBBISH:**

* Please remove all rubbish from the garden and inside the property.
* Please don’t forget the garage and/or shed as appropriate.

**REPAIRS:**

* Please make any repairs that are needed that have not been caused through fair wear and tear. If this cannot be done immediately, please call our office to discuss («SitePhone»).
* If there are repairs needed due to fair wear and tear, please call us to let us know as soon as possible as we would like to organise the repairs before you leave.
* Please check power points, locks, gates, toilet and taps.

**CLEANING:**

Please clean the property thoroughly. It will need to be in a condition that will allow a new tenant to move in immediately. Cleaning requirements include:

* Stove, oven, grill and range-hood. All need to be cleaned properly.
* Exhaust fans in bathroom and kitchen (soak for an hour in bleach then scrub).
* Any furniture we have supplied needs to be dusted and cleaned.
* Fridge is to be emptied, defrosted and cleaned. Please leave turned off and open.
* Washing machine. Please wipe down and empty the filter.
* Window treatments: if curtains, please wash (if appropriate); if blinds, please wipe off all marks and dust down thoroughly.
* All cupboards in kitchen, bathroom, bedrooms and lounge need to be cleaned inside and out.
* Bathroom mirror, shower, bath and basin need to be cleaned. All mould and soap scum to be removed.
* Remove all marks from the walls, doors, doorframes and skirting boards. Please pay special attention to the areas around the light switches and power points.
* Windows and window ledges need to be cleaned.
* Floors (non-carpet). Please sweep and mop. Remove all marks if possible.
* Carpets need to be professionally cleaned.
* Light shades and fans need to be dusted and cleaned.

**GARDEN:**

* Your garden needs to be trimmed, weeded and mown (if «SiteName» does not maintain it).

**WHEELIE BIN:**

* Please make sure any wheelie bin is emptied and clean.

**PHONE:**

* Please ensure that any phone in the property at the beginning of your tenancy remains. If the phone is not in the property when you leave, you will be charged the replacement cost.
* Please get any landline phone disconnected.

**KEYS:**

* Please return all copies.
* When you moved in you were given a key for every lock in the property (including any lockable shed and / or garage. When you leave, all keys must be returned or a fee will be charged for rekeying or replacement of locks.
* Please ensure that if your letterbox locks with a key, this is returned also.
* If you have problems with any locks please let us know.

**MAIL:**

* We recommend that you organise for your mail to be redirected to your new address. Any of your mail received at the old address will be marked ‘Return to Sender’.
* Letterboxes need to be emptied and any personal information removed

**POWER & GAS:**

* Please organise final readings for power and gas (as appropriate).

**CHATTELS:**

Chattels are items such as white-ware, furniture, and furnishings etc. that belong to the property and therefore **must remain in the property** when it is vacated. They are normally listed in the tenancy agreement. Common chattels are:

* Blinds & Curtains (thoughout)
* Carpet (throughout)
* Smoke Alarms (specified rooms)
* Stove (Kitchen)
* Some ‘emergency’ tenancies may include: Refrigerator (kitchen), Washing Machine (laundry), Vacuum Cleaner (cupboard), Table & Chairs (dining), Beds (bedrooms).

NOTE: While chattels are the responsibility of «SiteName», some tenants may choose to replace blinds/curtains with their own. In the event the tenant wishes to take their own curtains with them, the originals must be re-hung at vacation.