

ACTION AND RECHARGE LIST FOR TENANTS WHEN VACATING A PROPERTY

Item	Action	Recharge amount to tenant if not done
1	<ul style="list-style-type: none"> All furniture should be placed in its original location, as specified in the inventory. Please remove any personal items of furniture not belonging to Ducane. 	£10
2	<ul style="list-style-type: none"> All of your rubbish must be cleared and disposed of in the appropriate bin stores. If you have additional large items to dispose of, you should make arrangements with the local authority to collect them. 	£10 to £50
3	<ul style="list-style-type: none"> Please clear out and clean inside ALL cupboards, drawers and wardrobes 	£15
4	<ul style="list-style-type: none"> All Furniture should be cleaned and wiped and sofas and armchairs, particularly cushions, etc, should be cleaned and vacuumed 	£15
5	<ul style="list-style-type: none"> Mattresses that are left in an unclean, stained or damaged condition will need to be replaced and recharged for 	£75 per mattress
6	<ul style="list-style-type: none"> Walls to be washed down and cleaned 	£30 per room
7	<ul style="list-style-type: none"> All floor areas of the property should be vacuumed or mopped and left clean and tidy. A carpet shampooer machine and vacuum cleaner can be borrowed from the office for this purpose if required 	£50 flats £20 VH rooms
8	<ul style="list-style-type: none"> The pre-pay electricity meter must be left with a minimum of £5.00 credit on it. 	Applies to Flats only
9	<ul style="list-style-type: none"> All pictures and posters should be removed from walls and any marks removed and walls wiped clean. 	£10
10	<ul style="list-style-type: none"> Kitchen cupboards and work tops/surfaces should be cleared of all food and other items and cleaned thoroughly. No food or items to be left behind. 	£40
11	<ul style="list-style-type: none"> The fridge and freezer should be cleared of all food, defrosted and cleaned thoroughly. Do not leave any food or liquids behind 	£40
12	<ul style="list-style-type: none"> The cooker, hob and oven should be cleaned, particularly inside the oven and grill 	Flats only £50
13	<ul style="list-style-type: none"> Handwash basins, sinks, toilets, bathtubs and showers, including screens and curtains, should be cleaned and free of soap scum, hair or other debris 	£30 flats £10 VH rooms
14	<ul style="list-style-type: none"> Insides of the windows should be cleaned 	£10
15	<ul style="list-style-type: none"> The mailbox should be cleared of all contents 	£10
16	<ul style="list-style-type: none"> Front of property – clean paintwork on front door, room door (VH) windows and window sills 	£20