

From: Phil Harwood harwoods2004uk@hotmail.com
Subject: RE: End of tenancy
Date: 5 June 2014 at 13:26
To: Julie Swire julie@kelsoproperty.co.uk

PH

Property	52 Braemar Road
Name	Philip Harwood
Bedroom occupied	Downstairs
Anticipated moving-out date	31/05/14
Postal address for deposit return	3, Huntingdon Place, Birches Head, Stoke-on-Trent, Staffordshire, ST1 6RX

Hi,

Sorry this has taken a while to reply, recently found out my phone has not been sending or receiving emails.

Thank you,

Phil Harwood

From: julie@kelsoproperty.co.uk
To: wade.jhv@hotmail.co.uk; thatcoxxkid@hotmail.co.uk; donkin456@hotmail.co.uk; harwoods2004uk@hotmail.com
Subject: End of tenancy
Date: Thu, 15 May 2014 15:50:19 +0100

Hi,

It'll soon be time for your tenancy to end. We have many changeovers and a great deal of cleaning to do around this time of year, so it would help us greatly if you could fill in the table in this email, then early as soon as possible. This enables us to plan the cleaning and changeovers efficiently.

then reply as soon as possible. This enables us to plan the cleaning and changeovers efficiently and also ensures that you will receive your deposit back as early as possible, so it is in your best interests to reply as early as possible.

It would also help us greatly if you could let us know your anticipated moving-out date and the bedroom which you have occupied, as soon as possible, preferably by email.

Property	
Name	
Bedroom occupied	
Anticipated moving-out date	
Postal address for deposit return	

Regarding deposit returns, any damage found in communal areas will be charged equally to all tenant's deposits, and any damage found within bedrooms will be charged to the tenant who has occupied that bedroom. If there is any damage to the property to which either of these statements does not apply, you must inform us about them before you leave the property. For example, if one person is responsible for a breakage in a communal area, failure to report this before the end of the tenancy will result in all tenants being charged equally. The same applies to cleaning. **Please remove ALL your items from the kitchen, including cupboards/ fridge and freezer, communal areas, bathrooms and bedrooms as any items left will be thrown away and you will be charged.**

Cleaning Requirements

Kitchen:

- Wipe all surfaces (including the fronts of cupboards, shelves inside cupboards and the tops of eye-level units)
- Clean oven, grill, grill pan and hobs (there are several good quality cleaning products which make this job significantly easier – for example, 'oven pride')
- All white goods to be cleaned, including the inside of the fridge/freezer (which should be defrosted) and the inside of the microwave (especially check the internal top surface in the microwave, as food often splashes there)

Bathroom:

- Scrub tiles to remove lime-scale, if present
- Bleach toilet if required
- Scrub / Soak shower curtain (if present) to remove lime-scale
- Clean sink, bath, toilet and shower (including taps) with a good quality bathroom cleaning product

Bedrooms and Lounge:

- Move furniture (especially beds) to vacuum underneath, and re-position the furniture in the room to how it was when you moved in
- Wipe down / polish furniture

Whole House:

- Vacuum all carpeted/wooden floors
- Wash/Mop all tiled/lino floors
- Dust/Wipe all woodwork (doors, door casings, skirting boards, windowsills) and radiators
- Clean mirrors and the inside panes of windows, using glass cleaner

If you pay by Standing Order, this should have now expired after your last rent payment has been paid to us. However, if your bank has set up the standing order incorrectly, a further payment may still be sent to us at the end of June. We will of course return this to you along with your deposit, however there will be an admin charge of £25 deducted from it, as per the contract. Therefore, it is in your own interest to check with your bank that the Standing Order has come to an end.

I'd also like to remind you that the contract ends at 12 noon on the 31st of May, so please make sure you have cleaned and vacated the property before then. We may arrive before that time to begin the inspection and cleaning (if required) in the communal areas, so please prioritise cleaning of these areas on the day before.

All keys should be left in your room, or on the lounge table in an envelope with your name and room written on it. The last person to leave should set the alarm and push their set of keys back through the letterbox in an envelope with the same details on it.

Many thanks,

Andrew Kelso