

Check-Out Guide & Cleaning Checklist

1. Timing and Access

- **Departure Time:** You must vacate by 11:00 AM on your departure date.
- **Keys & Fobs:** All keys and fobs must be returned upon vacating. Failure to do so will result in charges for replacement and necessary security works.
- **Self-Check-Out:** If we have arranged a self-check-out for you, please following the email instruction e.g. leave your keys on the desk.

2. Cleaning Requirements

- **The Premises:** Please leave your room and any shared areas clean and tidy for the next person—just like you found them!
- **Furniture:** Please make sure all furniture and appliances are back in their original spots.
- **Shared Areas:** You are responsible for ensuring Building Common Parts are left clean and tidy.

3. Belongings and Waste

- **Removal of Goods:** All personal belongings must be removed. Take a final look under the bed and in the back of cupboards for any personal items. We'd hate for you to lose anything, as we have to dispose of anything left behind immediately.
- **Refuse:** Please take any final rubbish to the external bins rather than leaving it in the building.
- **Disposal Costs:** The Tenant will be responsible for reasonable costs incurred by the Landlord to dispose of left-behind items or refuse.

4. Damages and Repairs

- **Liability:** You are liable for the cost of repairing or replacing any damage caused by you or your visitors.
- **Specific Issues:** This includes damage from unauthorised decorations, fixings, or smoking within the building.

5. Mail Redirection

This is a big one! Please redirect your mail via the Post Office. Once you've moved out, we won't be able to store or hold onto any letters or parcels that arrive for you.

One Last Thing...

- **Say Goodbye:** Say Goodbye: Let us know what time you're planning to head off! We'd love to have a staff member say goodbye if they are on-site. If you are doing a self-check-out, just send us a quick message when you have officially vacated so we know you're on your way!

Thank you again for staying with us, and we wish you the very best in your next chapter!