



## VACATING STANDARD

### CHECKLIST FOR VACATING PROPERTIES:

Condition of your property is to be left in when moving out.

A minimum of 2 number keys for each front & rear entrance doors (including fobs if applicable), window locks, sheds/outbuildings (including utility cupboards in communal areas) to be returned to Fortis Living by **12 noon** on the date your tenancy ends.

- You are required to clear any personal items such as lampshades, blinds, curtains carpets, laminate flooring and rubbish from the property and make good any damage caused in their removal unless you have written approval from representatives of Fortis Living not to do so.
- You are required to remove and make good any alterations you have made to the property unless you have written approval from representatives of Fortis Living not to do so.
- Utility meters to be left debt free.
- Repairs to be reported to Fortis Connect on **0330 123 0700** or visiting [www.fortisliving.com/repairs](http://www.fortisliving.com/repairs)

**If you fail to comply with the vacating standard then Fortis Living reserves the right to recharge you for the costs of undertaking the works. This will include any works, which would be your responsibility as a tenant of Fortis Living, if they are subsequently identified following the removal of your possessions and/or through the undertaking of specialist surveys.**

<b>Kitchen</b>	
Work surfaces & Units	Wiped clean; free from grease and dirt
Sinks & Taps	Free from lime-scale when dry
Glazed wall tiles	Wiped; free from grease and dirt
Flooring	Mopped clean; free from grease and dirt
<b>Bathrooms</b>	
Bath,(Shower trays), Wash Hand Basin, Taps, (Shower heads) and toilet pan.	Wiped clean; free from lime-scale when dry
Shower curtains/screens	Washed; free of lime-scale deposit
Glazed wall tiles	Wiped; free from grease and dirt
Flooring	Mopped clean; free from grease and dirt
Extractor fans	Wiped clean; free from grease and dirt
<b>Windows</b>	
Frames, glass & ledges	Cleaned inside and out; free of mildew

<b>Walls &amp; Ceilings</b>	Internal decorations to be neutral (wall papered or emulsion ) and in good order, cobweb free, remove blue tac, sticky tape, wall art, excessive picture hooks, grab rails, shelving etc. to be removed, holes filled and repainted to match existing decoration.
<b>Woodwork</b>	
Skirting & Architraves	Woodwork to be white gloss, wiped clean and free of dust and grease
<b>Removal of carpets/Laminated flooring</b>	
<b>Switches/Sockets Light Fittings</b>	Floor to be cleaned i.e. swept, washed Clean and free of grease and dust.
<b>Smoke Alarms &amp; Carbon Monoxide Alarms</b>	
<b>Garden</b>	Clean and free of grease, dust, tested and left in working order. To be left tidy; free from weeds; overgrown trees, shrubs and grass cut. Free from rubbish and garden ornaments. <b>All animal excrement to be removed</b>
<b>Sheds/out buildings/garages</b>	
<b>Lofts</b>	Cleared of all personal belongings, rubbish and swept
<b>Personal Belongings/Rubbish</b>	
	All must be removed and correctly disposed of.