

YOUR END OF TENANCY ESSENTIALS

- **Take** meter readings
- **Close** accounts and arrange for receipts to be sent to Landlord
 - Electricity
 - Gas
 - Water
 - Council Tax
- **Arrange** A professional end of tenancy clean and carpet cleaning
- **Make good** and arrange repairs to flat - check against check-in document
- **Collect** ALL keys to hand over to landlord
- **Remove** all personal belonging and items not belonging to the flat
- **Confirm** check and hand over date and time
- **Arrange** for your mail to be redirected
- **Complete** the Final Accounts form and return to Greyhound Properties Limited with your forwarding address details for deposit return.

GREYHOUND PROPERTIES LIMITED

If you have any queries please email
info@greyhoundproperties.co.uk