

Ending a Tenancy: What is Expected

Please keep this sheet but a copy will be provided to you when you decide to end your tenancy.

Moving house can be a hectic time for both you and your landlord so this sheet sets out our expectations should you choose to end your tenancy. Please remember that when your tenancy ends, our obligations to the bank; paying rates and insurance go on. That means that we must re-tenant the house as soon as possible. You have a statutory and contractual obligation to return the property "reasonably clean and tidy". That means that when you hand the property back to us, there should not be further cleaning to do. How you leave the house will have a significant impact on our ability to pay our bills and meet our obligations. This sheet is to help you meet yours.

Giving Notice: Minimum 3 Three Weeks

Please contact us about notice. More is always better but you are required to give at least three weeks' notice under the Residential Tenancies Act. If you need out quicker, please discuss that with us to see if we can come to an agreement about a leaving date.

Once you have provided a leaving date, please remember that you must be free and clear of the property at 5pm on that date. If you are not free and clear of the property you will be required to pay rent for the property until you are. That means that cleaning and repairs for damage you have caused must all be complete prior to that 5pm time and leaving date. You must have all your personal possessions clear of the property, too, unless we have reached an alternative arrangement (IN WRITING).

We may have other tenants ready to shift in soon after you leave. So if something goes wrong with your plans for moving, you must keep us informed.

Any repairs or cleaning that remain after your leaving date and time will become deductions from your bond. Professional cleaners are expensive so we encourage you to look to the following list as a basic level of "clean and tidy".

The Kitchen

All flat surfaces such as inside cupboard shelves; window sills, tops of window ledges; tops of cupboards etc should be sprayed with a cleaning solution and wiped with a clean, damp cloth.

Shift the fridge and oven out from the wall and clean the walls and floor underneath each of those.

Kitchen ceilings can get very grimy over time without really being noticed. Use a garden sprayer and apply the following to the ceiling: 1 cup 30 second (blue bottle); one teaspoon dish washing liquid and 4 litres of boiling water. Lightly

spray the ceiling then wipe with a towel draped over a broom. Do this three times until you can see the surface is clean. Use the remainder of this mix to lightly spray down the kitchen walls and bathroom ceiling and walls. Wipe all walls and skirting boards with a clean damp cloth. Repeat is necessary. If you can see streaks, do it again.

Clean the oven: Experience tells me that two cans will be needed. Spray down the entire inside of the over, starting on the inside ceiling and working down. Spray oven cleaner over the wire racks, the put them into the oven. Lastly, spray down the door seals and inside of the door surface. Close the door. Below the door lay either newspaper or an old towel. Take out the warming drawer and give this a good clean. Leave the inside of the oven for at least 4 hours and preferably overnight. Use wet clothes to clean all inside surfaces of the oven. Switch the over off at the wall and clean under each of the elements on the top. Steel wool is best for this but spray-on oven cleaner may also be an option.

Use steel wool to lightly wipe down all tap-ware in the kitchen and bathroom.

Empty the fridge, wash the shelves in hot soapy water and then wipe down all surfaces in the fridge with hot soapy water and a clean cloth. Wipe it dry with a lightly dampened cloth and leave the door open to air. Leave switched off at the wall. The same mixture that was used on the kitchen ceiling will clean the fridge well. If there is ice in the fridge or freezer then allow it to defrost or use a hair dryer to melt the ice. Do not use any instrument to pry the ice out. Using implements can puncture the gas system and place you in danger.

Bathroom

Clean all surfaces including the bath and shower. Glass doors or partitions can be cleaned with soapy steel wool. All other surfaces can be cleaned with green scouring pads and hot soapy water.

Mop the floor.

If there are any surfaces showing signs of mould please wipe them down with bleach or the same mixture prepared for the kitchen.

For the remainder of the house

All net curtains should be put down to soak in a mixture of hot water and nappy san.

All full drapes should be taken down and we will arrange for them to be cleaned. Please don't try to wash them yourself. They can be seriously damaged by incorrect laundering.

All window ledges and sills (top and bottom of the window) should be wiped with a clean damp cloth and a cleaning product.

Curtain rails should be wiped down with cleaning product and a damp clean cloth.

All skirting or kickboards around each room should be wiped down with a clean damp cloth and a cleaning product.

Carpets should be vacuumed then sprinkled lightly with baking soda, to

remove background odour. We will vacuum that out a day later.

If there is a fireplace, please clean it completely and sweep or vacuum the hearth.

If we supplied a vacuum cleaner, empty it and clean the filters.

The heatpump will have air filters. Please gently vacuum those and place them back in the pump. Find the remote control and wipe that down with cleaning product and a clean damp cloth. Leave it somewhere easy to find. They are expensive and if missing will have to be replaced at your cost.

Empty the recycle bin

Go through the house and wipe down every light and power switch with cleaning product and a damp clean cloth. They are plastic and should come clean.

Wipe or dust any light shades.

Replace any light bulbs that are not working. This is a condition of your tenancy.

Exterior

All paths should be swept.

All footpaths should be weeded. Consider buying and using a small bottle of weed-killer over the duration of your notice period.

All gardens should be weed free and all rubbish should be picked up and bagged.

All windows should be washed (inside and out) unless the height of the window makes washing impractical on the outside.

If you have had a pet on the premises then you must remove all animal poo from the grounds.

Mow the lawns and trim any hedges. Remember, the grounds are your responsibility and you are expected to have maintained them throughout your tenancy but you must bring them back to good order for the hand over.

Lastly, please remember that this sheet is for your benefit. Rental properties are a business. Every hour of cleaning that you do not complete is an hour of cleaning that we will hire someone to do and pay them with your bond money. The above list is designed to allow us to refund your entire bond to you. We consider the above steps will bring the tenancy back to reasonably clean and tidy condition.

DAMAGE

If you cause damage to the property you are required to inform me as soon as possible. If you do not you may affect the ability of my insurance policy to cover the damage. If my insurance doesn't cover the damage then your

normal liability under common law of bailment will be applied. If you don't tell us about damage you also delay repairs. It is a condition of your tenancy to report damage as it occurs and to pay any loss of rent for any period the tenancy is unavailable due to damage caused by you. As the property should be "ready and rentable" when you leave, the failure to report means that repairs have to be carried out when empty. Someone has to cover the rent for that period and that someone may be you. If there is damage that you have not had repaired, consider getting your own quotes and have those quotes ready to hand over to me or discuss. One of the easiest ways to avoid tenancy tribunal action is to reach agreement on who is responsible and how much it will cost. If you have legitimate quotes to repair damage you have caused then that may be a simple way to deal with that.

Arranging the final inspection

You must complete a handover inspection on the day you vacate the property. Tell us what day you are leaving and what time suits you but remember, you must be free and clear of the property by 5pm. If your possessions remain on the property after five then your tenancy will be extended an additional day or days (at your standard rental rate) until you are able to provide the property, reasonably clean and tidy and clear for the next tenants.

However, if you want your tenancy to end smoothly, consider having an additional inspection a week prior to leaving. This gives you and the landlord the opportunity to examine the tenancy together, make a "to do" list of issues yet to be sorted, and have those done by the final day.