



**SANDSTONE**  
Investment + Management

# MOVE OUT GUIDE



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Thank you for renting with Sandstone UK

We are sorry to see you go! We hope you enjoyed your stay in the property and the service you received throughout your tenancy.

As the end of your lease is approaching it is important to us that the move out process runs as smoothly as possible for you. We would like to provide you with information to help guide you through the final stages and provide assistance to ensure you receive your deposit back.

*Thank You*

Moving Out...Everything you need to know

On the lease end date, all sets of keys must be returned to the Sandstone UK Branch no later than 12pm. We will also require a forwarding address to be provided at this time.

A full end of tenancy inspection will then take place after your lease end date by a Sandstone UK Co-ordinator. Once this is completed a full report and video will be provided to your Property Manager who will email this to all tenants. If any deductions are required to be made from your deposit these will be clearly evidenced.





# SafeDeposits Scotland

## Your Deposit

Please can we stress that we hope to return the full deposit back to our tenants where possible — It is a great way for us to finish your experience with Sandstone and gives us a lot less work to do! We need to remind you though that for us to do this the property requires to be up to a high standard of cleanliness, suitable for new tenants to move in to.

A deposit proposal requires to be submitted to Safe Deposits Scotland (SDS) within 28 days of your tenancy end date. We hope to finalise this as soon as possible. Once the proposal is accepted by both Sandstone UK and you, SDS will return the deposit directly to you.

Please see the following advice which will put you in the best possible position for a full deposit release.

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## Cleaning

The most common deduction that is required to be made to the deposit at the end of the tenancy is for cleaning. The following areas are the most frequently overlooked points:

- Skirting boards throughout the property
- Windows
- In, behind and underneath furniture cupboard areas
- Tops of wardrobes one cupboards
- Inside ovens and microwaves
- Appliances — shelves & drawers etc.
- Washing Machine Powder trays
- Toasters to be cleaned of crumbs
- Shower screens and mirrors

It is worth considering hiring a professional cleaning company. Sandstone can arrange a “Guaranteed Clean” which will ensure that no deductions for cleaning will be applied to your deposit. A cleaner would attend your property and provide a quote for the cost of cleaning required. This would be your decision if you wish to proceed with payment in advance. Please contact us for further information on this service. If of interest, please provide us with a minimum of 2 weeks’ notice to help ensure that this is possible.

## Damages

Any damages observed in the property that fall out with expected wear and tear will be compensated to the landlord from your deposit.



## Bills and Contracts

Please ensure that any agreements you have in place concerning the property are brought to an end or transferred away from the property. This includes Gas, Electricity, Broadband or Television contracts. If required, we may ask for proof that an account has been closed — so please hold on to and confirmation letters or final bills.

The team at Sandstone assist with hundreds of tenancy move outs every year. If there is something that you are unsure about or would like to discuss further — we are approachable and happy to help.

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