

End-of-tenancy cleaning checklist

Nottingham landlords and letting agents | Property record and preparation

Property address / postcode: _____

Inspection date: _____ Prepared by: _____

Approver / access contact: _____

Target date: _____ Water / electricity available: _____

Tick only completed tasks. Mark exclusions and issues in your notes. This is a working checklist, not a universal service specification or proof of tenant liability.

Preserve the check-out evidence

- ☐ Confirm that the tenant has left and that possession and access are properly authorised.
- ☐ Inspect with the signed check-in inventory and schedule of condition available.
- ☐ Complete a written check-out report.
- ☐ Take a wide photograph of every room before taking close-ups.
- ☐ Photograph dirt, staining, damage and left items in context.
- ☐ Use dated files and label them by room or location.
- ☐ Record areas that could not be accessed or inspected.
- ☐ Keep relevant tenancy documents and correspondence together.
- ☐ Record meter readings and returned keys where these form part of the wider handover.

Record left belongings before moving them

- ☐ Photograph each item and its location.
- ☐ Separate possible belongings from obvious cleaning residue.
- ☐ Check the tenancy documents, correspondence and agreed handover arrangements.
- ☐ Obtain documented authority before clearance.
- ☐ Seek appropriate advice if ownership or the right to remove an item is unclear.
- ☐ Keep clearance records separate from the cleaning record.

Classify each issue: CLEAN / REPAIR / SPECIALIST / CLEARANCE / NOT IN SCOPE. Compare dirt, damage and wear with the check-in record. Obtain documented removal authority.

Whole property and kitchen

Stage 2 | Work to the agreed scope using suitable products and methods.

Whole-property checks

- ☐ Remove accessible cobwebs and high-level dust where this can be done safely.
- ☐ Dust doors, frames, handles and accessible door tops.
- ☐ Clean light switches and socket fronts without introducing moisture.
- ☐ Wipe skirting boards, ledges and internal window sills.
- ☐ Clean accessible radiators externally.
- ☐ Wipe shelves, cupboards and drawer interiors.
- ☐ Vacuum floor edges, corners and behind accessible doors.
- ☐ Mop suitable hard flooring with the correct product.
- ☐ Clean internal glazing and tracks if included.
- ☐ Check vents and extractor covers within the agreed scope.
- ☐ Record persistent odours rather than masking them.
- ☐ Record stains or defects that remain after appropriate cleaning.

Work surfaces and fittings

- ☐ Degrease worktops using a product suitable for the material.
- ☐ Clean splashbacks, tiles and accessible grout.
- ☐ Clean and polish the sink and taps.
- ☐ Remove limescale where it can be treated without damaging the finish.
- ☐ Wipe cupboard doors, handles and plinths.
- ☐ Clean cupboard, drawer and shelf interiors.
- ☐ Check upper cupboard tops if safely accessible.
- ☐ Clean accessible pipework beneath the sink.
- ☐ Record leaks, damaged worktops, loose taps and deteriorated sealant for repair.

Note leaks, damaged finishes and persistent stains separately. Cleaning must not obscure a defect or worsen a surface.

Oven and supplied appliances

Stage 2 | Identify each appliance included in the instruction.

Oven, hob and extractor

- ☐ Confirm that oven cleaning is included.
- ☐ Clean the oven interior, shelves, trays and accessible fittings.
- ☐ Clean the oven door and glass without dismantling unapproved components.
- ☐ Degrease the hob and controls using suitable methods.
- ☐ Clean the extractor exterior.
- ☐ Clean accessible reusable filters if included and permitted by the manufacturer's instructions.
- ☐ Record broken controls, cracked glass or failed equipment for repair.

Supplied appliances

- ☐ Empty and clean the fridge interior, shelves, drawers and accessible seals.
- ☐ Defrost and clean the freezer if this is included and can be completed safely.
- ☐ Leave switched-off cold appliances appropriately ventilated where required.
- ☐ Clean the microwave interior, turntable, exterior and controls.
- ☐ Clean the washing-machine detergent drawer and accessible door seal.
- ☐ Check accessible washing-machine filters only if included and permitted by the instructions.
- ☐ Clean the dishwasher interior, racks and accessible filter.
- ☐ Clean the tumble-dryer door, accessible lint filter and exterior.
- ☐ Record faults, damaged seals, missing components and persistent odours separately.

Behind appliances

- ☐ Confirm which freestanding appliances may be moved.
- ☐ Assess weight, connections, flooring and available space before moving anything.
- ☐ Clean behind and beneath appliances only where access is safe and agreed.
- ☐ Do not disconnect gas, fixed electrical or plumbed equipment as part of ordinary cleaning.
- ☐ Record inaccessible areas on the completion checklist.

Standard oven and extractor cleaning is included within Re-Let's agreed tenancy-cleaning scope. Specialist deep cleaning is separate. Assess appliance movement before attendance.

Bathroom and bedrooms

Stage 2 | Keep authorised removal and repair decisions separate from cleaning.

Food and waste

- ☐ Photograph food, refuse and left goods before removal.
- ☐ Confirm authority to remove them.
- ☐ Bag and separate waste appropriately.
- ☐ Record clearance as a separate task and cost where applicable.

Bathroom, shower room and WC

- ☐ Clean the bath, basin, shower tray and toilet.
- ☐ Descale taps, shower fittings and screens where suitable.
- ☐ Clean tiles and accessible grout.
- ☐ Clean mirrors, shelves and cabinet interiors.
- ☐ Wipe accessible pipework and the toilet base.
- ☐ Clean behind the toilet where accessible.
- ☐ Remove hair and debris from accessible waste covers.
- ☐ Clean extractor covers without dismantling electrical equipment.
- ☐ Wipe towel rails and radiator exteriors where safe.
- ☐ Mop the floor, including edges and corners.
- ☐ Record loose fittings, leaks, failed ventilation and deteriorated sealant for repair.
- ☐ Refer persistent or extensive mould for investigation rather than repeatedly wiping over it.

Bedrooms

- ☐ Dust accessible ledges, skirting and radiator exteriors.
- ☐ Clean wardrobes, shelves, rails and drawer interiors.
- ☐ Wipe supplied furniture using a suitable product.
- ☐ Check beneath and behind movable furniture where agreed.
- ☐ Vacuum carpets, including accessible edges and corners.
- ☐ Mop suitable hard floors.
- ☐ Record mattress or upholstery treatment separately if included.
- ☐ Photograph and record marks, stains, burns, tears or broken furniture by location.

Persistent or extensive mould requires investigation. Do not disturb hazardous material or dismantle electrical equipment as part of ordinary cleaning.

Living areas, stairs and floors

Stage 2 | Check accessible edges, corners and the condition of each surface.

Living and dining rooms

- ☐ Dust shelves, ledges and accessible fittings.
- ☐ Clean cupboards and supplied furniture inside and out.
- ☐ Vacuum upholstered furniture if included.
- ☐ Check beneath removable cushions.
- ☐ Vacuum carpet edges and corners.
- ☐ Mop suitable hard flooring.
- ☐ Clean internal glazing, tracks and sills if included.
- ☐ Record wall damage separately from removable surface dirt.

Halls, landings and stairs

- ☐ Dust bannisters, rails and spindles.
- ☐ Clean doors, frames and handles.
- ☐ Vacuum stair treads, edges and corners.
- ☐ Mop suitable hard flooring.
- ☐ Clean accessible cupboards and storage areas.
- ☐ Check entrance areas for soil, post and left items.
- ☐ Record loose rails, damaged nosings or trip hazards for repair.

Floors and carpets

- ☐ Identify the floor material before choosing a cleaning method.
- ☐ Vacuum carpet edges, corners and thresholds.
- ☐ Record individual stains by room and exact location.
- ☐ Confirm whether stain treatment or carpet extraction is included.
- ☐ Test products appropriately before wider use.
- ☐ Allow treated carpets to dry and ventilate as required.
- ☐ Mop hard flooring without over-wetting it.
- ☐ Record burns, tears, lifting edges, broken tiles and deep scratches as possible repair issues.

Carpet extraction and upholstery treatment are separately specified and quoted. Allow drying time and record permanent damage separately.

Windows and outside areas

Stage 2 | Include these tasks only where access, authority and scope are agreed.

Windows, blinds and curtains

- ☐ Confirm whether internal glazing is included.
- ☐ Confirm separately whether external glazing can be accessed safely.
- ☐ Clean internal glass, frames, sills and accessible tracks as agreed.
- ☐ Dust or wipe blinds using a method suitable for the material.
- ☐ Record broken blind slats, cords or mechanisms for repair.
- ☐ Confirm whether curtain cleaning or laundering is included.
- ☐ Do not remove fitted coverings without authority and a clear reinstatement plan.

Outside and communal areas

- ☐ Check balconies, patios, gardens, sheds and garages for left items.
- ☐ Photograph bins and waste before arranging removal.
- ☐ Sweep accessible private entrance areas if included.
- ☐ Keep private-property tasks separate from communal-area responsibilities.
- ☐ Confirm who has authority to instruct work in communal spaces.
- ☐ Record damaged fences, gates, paving or outbuildings for repair.
- ☐ Use an appropriate authorised route for clearance waste.

Agree optional items before attendance

Confirm appliance interiors, carpet extraction, upholstery or mattresses, glazing, curtains, external areas, furniture movement, materials and equipment provision. Record inclusions and exclusions in writing.

Clearance and specialist issues

Record waste carrier details and the appropriate transfer documents. Pause in affected areas and obtain competent help for suspected asbestos, sharps, biological contamination, pests, hazardous substances, gas or electrical faults, structural defects and unsafe access. Do not approach a hazard simply to take a photograph.

Scope notes / excluded areas

Final inspection and handover

Stage 3 | Inspect against the written scope and starting evidence.

Completion inspection

- ☐ Check every included room and task.
- ☐ Take a wide completion photograph of each room.
- ☐ Take detail photographs of previously reported cleaning issues.
- ☐ Record areas that remain inaccessible.
- ☐ List excluded tasks and the reason for exclusion.
- ☐ Record defects that remained after cleaning.
- ☐ Confirm that appliance doors, windows and property doors have been left appropriately.
- ☐ Confirm that keys have been handled according to the agreed process.
- ☐ Note whether contractors, movers or other people will enter after the clean.
- ☐ Arrange a final touch-up if later work creates new dust or debris.

Keep an itemised completion record

Separate cleaning completed, maintenance required, damage recorded and clearance completed. Retain check-in/check-out reports, dated photographs, instructions, exclusions, correspondence, itemised quotes/invoices, specialist reports and relevant waste records.

An invoice alone does not establish tenant responsibility. Compare the recorded starting and finishing condition, consider fair wear and tear, and follow the relevant deposit scheme process. A cleaning invoice does not guarantee a deduction.

Outstanding work / exceptions / final reviewer

Request a quote: relet.co.uk/contact.html | 0115 661 2041

Send photos separately on WhatsApp: 07971 241120. Include your name and property postcode. Scope, coverage and availability are confirmed for the job.

Full guide and source links: relet.co.uk/end-of-tenancy-cleaning-checklist.html