

**Now that you are leaving..... (Please forward to your housemates)**

Dear Tenants,

Thank you for your time renting through *City Property Services*. The following are a few points that we would like you to address before you leave so that you can get your full security deposit back.

1. All rent must be paid up to date before leaving.
2. Security deposits are there to protect a property from damage. It is not be used in lieu of your last months rent.
3. The security deposit will be forwarded to you once you have left and all bills have been settled. This will coincide with an inspection to ensure no damage has occurred while you were in occupation.
5. We will need a forwarding address from you so that we can post your security deposit cheque and send on any mail that comes for you.
6. Please ensure that the property is thoroughly clean including special attention to the oven, fridge, bathroom, kitchen, inside cupboards and shelves. *Cleaning is the biggest bone of contention with deposit returns. If you would rather not clean, our cleaners charge approximately €100 to clean a house/apartment which is billed to your deposit. It takes approx 8 hours to clean a house fully. If you do a half job, cleaners still have to be hired at your expense.*
7. If any rubbish or general junk has accumulated inside or outside the premises while you were in occupation it is your responsibility to have it cleared up and disposed of before you leave.
8. If any damage has occurred whilst you were a tenant let us know. If we discover it and were not made aware of it, we will be more inclined to charge you for it.
9. Once you have left, drop **all** sets of keys, fobs etc (including Letter-box key) into *City Property Services*. If it is after hours, put them in an envelope with the address on it and put them in our letter box. Once you have done this, We will arrange to do the inspection.
10. You are due to check out on \_\_\_\_\_(unless agreed otherwise in your contract). Rent will be charged in full, after that date, until **all** sets of keys are returned. Please don't complain about being charged if you dropped in your keys on time but your flat mate did not. *You were rented the property as a whole and will be dealt with as such.*
11. We will take an ESB reading and put it back into the Landlords name. If you have changed from ESB to an alternative provider, it will take an extra 20 days to process the deposit.

If there are no problems following the inspection, the deposit will be divided up equally (unless we are instructed otherwise by email) and a cheque posted to each of you without delay.

As mentioned before, all you need to do is give the premises back in the same clean condition it was given to you (allowing for fair wear and tear) with no outstanding rent / bills and 100% of the security deposit will be returned.

If you have any questions regarding the above please do not hesitate to contact us at 091 562725.

Thank you,

City Property Services