



shepherd gilmour properties



At Home in the City...

What Happens When You Want To Vacate The Property.

You must give **one months notice in writing** from a rent due date in order to vacate the property. This must be given either one month prior to the end of a fixed contract or at any point (on a rent due date) during a rolling contract.

E.g. If your rent is due on the 2nd August, then you need to give notice on or before that date so that you can leave on the 1st September.

If you want to stay extra days then you will have to pay any days owing. This amount will be calculated pro rata.

We will arrange a check-out time with you, and will meet you at the property in order to conduct a thorough inspection of the property and so you can hand all the keys back.

Deposit

Step 1 – check out

We will cross reference the inventory to make sure that everything is in order. We will write to you and the landlord to tell of our findings, including quantifying any damages, dilapidations or missing items that should be deducted from the deposit. We then require in writing from both you and the Landlord for your agreement to these deductions.

Step 2 – Utility Bills

You will have to contact the council tax/utility companies so that they can issue you with a final statement showing that everything is paid up to date. If you receive this before you move out you can produce this on check-out. You must provide us in writing with proof of payment for where applicable gas, electric, water and council tax (if you are exempt from council tax you must provide the councils approval of this) before we can begin to release any of the deposit.

Step 3 – Deposit Release

Once all this has been done and everything is satisfactory then we will be able to release the deposit. The deposit will be paid by cheque only. This normally takes between 7 & 12 working days from everything being produced, however the length of time relies on you, us and the landlord working together to get the matter resolved.



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