





# Kennedy Property Management

Richmond House, 118 Lwr. Rathmines Rd  
Dublin 6 Tel: 01-4977705 frank@4pm.ie

Application & contact information Sheet — [Tenants must fill out all details **IN PRINT** ]

**MUST FILL OUT ALL DETAIL IN PRINT**

Name of Tenant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail: \_\_\_\_\_ Passport No: \_\_\_\_\_

PPS No: \_\_\_\_\_ or Student Number: \_\_\_\_\_

Deposit received: \_\_\_\_\_

Rent amount: € \_\_\_\_\_ monthly

**Must fill in all contact details for referees: e.g. landlord, employer or personal.**

## Parents information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

The capacity on which the referee is supplying this reference:

## Previous landlord reference (or personal reference if not available)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

The capacity on which the referee is supplying this reference:

## Employer reference (or personal reference 2)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

The capacity on which the referee is supplying this reference:



**MEMORANDUM OF AGREEMENT**

dated the \_\_\_\_\_ day of \_\_\_\_\_ 2009

**BETWEEN** \_\_\_\_\_ **[LANDLORD]**

c/o **Kennedy Property Management**, Richmond House, 118 Lwr Rathmines Road, Dublin 6 tel: 086-4040597;

(hereinafter called "the Landlord" which expression where the context so admits shall include the immediate reversioner or reversioners for the time being expectant on the term thereby created and the person entitled to the rent hereunder) of the one part

**AND [TENANT]** \_\_\_\_\_

**HOME ADDRESS :** \_\_\_\_\_

**APT #** \_\_\_\_\_ **ROOM:** \_\_\_\_\_

**TEL:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**[PRINTED PLEASE]**

(hereinafter called "the Tenant" which expression where the context so admits shall include its Executors, Administrators and permitted Assigns) of the other part.

**In this Agreement**

- a) Words importing the masculine gender only include the feminine gender, words importing the singular number only include the plural number and vice versa
- b) Where there are two or more persons included in the expression "the Tenant" or "the Landlord" such agreement shall be deemed to be made by such persons jointly and severally.
- c) The expression "the Commencement date" refers to the commencement date of this Tenancy specified in the Second Schedule hereto.
- d) The expression "the Premises" refers to the premises the subject of this Lease more particularly described in the First Schedule hereto.
- e) The expression "the Rent" refers to the rent specified in the Second Schedule hereto
- f) The expression "the Term" refers to the term specified in the Second Schedule hereto. If the term is not specified in the Second Schedule, the Tenant shall take the premises as tenant from month to month commencing on the first day of the month in which rent is first paid or such other date as is specified in the Second Schedule.

**WHEREBY IT IS AGREED** as follows:

The Landlord agrees to let and the Tenant agrees to take **ALL THAT AND THOSE** the premises described in the First Schedule hereto (hereinafter called the premises) for the term and subject to the rent and as to the manner of payment thereof specified in the Second Schedule hereto.

**THE TENANT AGREES WITH THE LANDLORD as follows:**

- (i) Not to smoke in any part of the apartment or hallways. Any smell of smoking will result in a deep clean and or painting of the whole apartment.
- (ii) Not to assign, sublet or part with or share the possession of the Premises or any part thereof without first obtaining the consent in writing of the Landlord.
- (iii) To pay the rent in advance on the first of the month every month.
- (iv) To abide by all Fire Safety and other Regulations for the safe and orderly running of the student residence. To refill any of the fire extinguisher will cost €150 each.
- (v) To pay the fire brigade for any false callouts to their apartment. This is €800 per callout.
- (vi) To pay the Landlord a Security Deposit of **€500** in respect of and as security for the repayment of the rent reserved and compliance with the terms of the said Letting and any damage caused to the premises and lost/returned keys for the Premises shall be deducted from the deposit, which said sum subject to such payment and compliance shall be refunded on the expiration of the said Tenancy. The cost of replacing each key is €10 and €50 for the electronic fob.
- (vii) The balance of the Security Deposits will only be returned to the Tenant once all rent payments have been discharged, keys returned to the Landlord, no damages or loss caused to the Unit, Apartment, Premises, fixtures, fittings or equipment as a result of negligence, accidental or otherwise.
- (viii) The Tenant is responsible for any and all damage caused to the Premises (Unit, Apartment), fixtures, fittings or equipment as a result of negligence, accidental or otherwise.
- (ix) The Tenant agrees to allow one inspection per quarter by persons acting on the Landlord's behalf.
- (x) Each tenant is to ensure that they do not or allow anyone on their behalf to deposit dirt or refuse in or around the Apartment and Complex. Adequate waste facilities have been provided and should be used accordingly.
- (xi) Tenants are only permitted to cook and prepare food in the kitchen area of the Apartments.
- (xii) Tenants must ensure that materials that may result in the blockage of sinks, drains, pipes and sewers are not disposed of in this manner.
- (xiii) The laundry room is the only designated place where students may wash and dry their clothes. Under no circumstances are any items to be hung from the windows.

- (xiv) Tenants are not allowed to install any additional electrical wiring, gas, piping or portable has or paraffin heaters in the Unit, Apartment or Complex. The use of candles and chip pans in the Unit and Apartment are strictly forbidden for you own safety and for those living in the apartments beside you..
- (xv) Not to part with the possession of Keys, passwords to the Unit or security card used for gaining access to the Unit or Complex under any circumstances whatsoever and to report the loss of any such Keys or cards immediately to the Landlord.
- (xvi) Not to use, store, keep or permit to be used, stored or kept in or on the Unit, Apartment or Complex any dangerous, combustible or unlawful substance or material whatsoever and to report immediately the presence of such substances or materials to the Landlord.  
Not to interfere with damage or remove the possessions of other occupants of the Apartment or Complex.
- (xvii) Not to place or cause any in or on the Apartment or on any part of the Complex and to park cars, motorbikes, mopeds and bicycles in the designated areas.
- (xviii) The Tenant agrees no to assign or sub-let the Tenancy without the written consent of the Landlord.
- (xix) The Tenant shall not behave in a way that is anti-social or allow other occupiers of or visitors to the Premises to behave within it, or in the vicinity of it, in such a way. Any damage done to common areas by the same will be charged against your deposit.
- (xx) The Tenant will not allow any parties in the Premises or Apartment. The Tenant agrees that if any act of a Tenant or any act of another occupier of or visitor to the Apartment which the Tenant has allowed to be done, result in an increase in the premium, pay to the Landlord an amount equal to the amount of that increase.
- (xxi) Should the Landlord require the Tenant to vacate the Unit during the Term of this Agreement, to undertake any necessary repairs, maintenance, alterations, extension, redecoration of the Unit, Apartment or Complex or arising out of any circumstances that the Landlord may reasonably consider requires the vacation of the Unit, the Tenant shall vacate the Unit within such period that the Landlord stipulate, provided that the Landlord requires the vacation of the Unit. The Landlord shall not be liable for any loss, cost or expense suffered by the Tenant by reason of the vacation of the Unit or the substitution or alternative accommodation.
- (xxii) If the Tenant wishes to terminate the Tenancy it must be done in writing in accordance with Section 6 of the Residential Tenancies Act, 2004. The tenancy Act States that a minimum period of one months notice must be given in writing if you stay longer than your original contract end date. Failure to give one months notice will result in the landlord withholding the security deposit. The reason for this is that the tenant has not given the letting agent time to fill the apartment again. Leaving before the end date on your contract will also mean the forfeiting of your deposit and it is likely that the landlord will pursue you for the full amount of the contract to the end date of the lease as again it is unlikely to find someone else to replace you.**
- (xxiii) The Landlord has no responsibility whatsoever for and is exonerated from all liability for loss or damage to vehicles, other personal property, and or valuables kept in at or on the Unit, Apartment or Complex which shall remain at the sole risk of the Tenant. In fact it is not possible to insure someone else's possessions so we advise that you take out separate insurance.
- (xxiv) This Agreement is only valid for the time stated in this Agreement.
- (xxv) To comply with all regulations made from time to time by the Landlord for the building of which the Premises is a part.
- (xxvi) Not to assign, sublet, share or part with the possession of the whole or any part of the Unit.
- (xxvii) When the Agreement ends to return possession of the Unit to the Landlord, cleaning the Unit as per appendix 2.
- (xxviii) The Tenant shall remove all personal effects and belongings not later than the agreed time on the day of departure. Any personal items or otherwise left in the Unit, Apartment or Complex after such time can at the discretion of the Landlord be disposed of without incurring any liability to the Tenant.
- (xxix) To pay all expenses which the Landlord reasonably incurs in:
- the preparation and service of any notice or and or any proceedings under the Landlord and Tenant Law Amendment Act, Ireland, 1860 and the Conveyancing Act, 1881; the Residential Tenancies Act, 2004
  - the recovery or attempted recovery of arrears of Rent or other sums payable under this agreement
  - procuring that any failure by the Tenant to comply with this agreement is remedied.
- (xxx) The Landlord may terminate the Tenancy by reason of the failure of the Tenant to comply with any of the obligations of the Tenancy. If such is the case, the notice of termination will be given by service in writing of seven days notice. The seven day notice will be given to the Tenant for any other reason (but a failure to pay an amount of rent due). Where the rent is due, the Landlord will notify the Tenant in writing where an amount of rent has not been paid.
- (xxxi) This Agreement represents the entire agreement and understanding of the parties save only in respect of any rules or regulations which may be made from time to time by the Landlord for the orderly use and management of the Complex which when notified in writing to the Tenant or otherwise published shall be deemed to form part of this agreement and, save as aforesaid, no other Terms and Conditions, whether expressed or implied shall be binding upon the Tenant unless reduced in writing and signed by a duly authorised person of or representative on behalf of the Landlord.
- (xxxii) Not to do any act that would cause a deterioration in the condition the dwelling was in at the commencement of the Tenancy and to take such steps as the Landlord may reasonably require for the purpose of restoring the dwelling to the condition the dwelling was in at the commencement of the
- (xxxiii) Tenancy or to defray any costs incurred by the Landlord in his or her taking such steps as are reasonable for that purpose.
- (xxxiv) No loitering in the courtyard. No clothes or any item to be hung from the windows.
- (xxxv) The Landlord and managing agent and staff reserve the right of entry for inspection and cleaning.
- (xxxvi) To notify in writing the Landlord or his or her authorized agent of any defect that arises in the dwelling that requires to be repaired so as to enable the Landlord comply with his or her obligations in relation to the Tenancy.
- (xxxvii) Not to make or to allow anyone else to make any structural alteration to the Premises or any alterations whatsoever in the internal arrangements or external appearance of the Premises without first obtaining the consent in writing of the landlord.
- (xxxviii) To keep the interior of the Premises (including the glass in the windows all locks sash-cords fitting appliances and pipes and any drain sewer or gully trap and all fittings (including electrical fittings) clean and tidy and in good and tenantable repair order and condition (damage by fire only excepted) and not to allow anyone else to do any damage to same and to pay for any damage done to the said interior of the premises and contents caused by the Tenant, his guests, servants and agents in the apartment and common areas inside and outside.
- (xxxix) To permit the Landlord or his Agent or workmen authorised by either or them at all reasonable times to enter the premises and examine the state of repair and condition thereof.
- (xl) To repair and make good all defects of which notice in writing shall be given by the Landlord to the Tenant and for which the Tenant is liable under the provision hereof or under any common law principle or statutory enactment within fourteen days

after the giving of such notice or such other period as the notice may specify and on failure to comply with such notice the Landlord may carry out the work referred to therein and recover the cost thereof on demand from the Tenant as liquidated damages.

- (xli) To report promptly in writing to the Landlord all defects in the Premises which it is the Landlord's duty to repair and upon receipts of reasonable notice in writing to permit the Landlord or his Agent or workmen at all reasonable times to enter the Premises and to effect such repairs or renovations to the Premises of Adjoining premises for which the Landlord may be liable under the provisions hereof or under any common law principle or statutory enactment.
- (xlii) Not to do anything to cause any Services in or to be Premises to be disconnected or to allow anything to obstruct the Utilities providing these Services to the Premises or to adjoining or nearby premises whether owned by the Landlord or not and upon receipt of notice in writing from the Landlord, to allow anyone who reasonably needs access to the Premises in order to inspect or repair the Utilities providing Services to the Premises or to adjoining or nearby premises or to inspect repair or clean adjoining or nearby premises to enter the Premises at any reasonable time. In cases of emergency the requirement of notice in writing is not applicable. This right includes the right to bring workmen and appliances on to the Premises for the above purposes.
- (xliii) To pay and discharge all applicable charges in respect of any Services used or consumed on the Premises and without prejudice to the foregoing to pay and discharge charges for any additional service whether specified in the definition of Services or not which is or which may be rendered by a local authority to the Tenants in respect of the Premises and to indemnify the Landlord against any charges which are or which may be payable by him in respect of the Premises during the period of Tenancy.
- (xliv) Not to suffer execution to be levied at the Premises.
- (xlv) To keep the contents specified in the Third Schedule hereto in good tenable repair order and condition (must keep premises clean, tidy. Tenant must also change the bulbs if required.) (Damage by fire only excepted) and to replace such of the said contents as may be broken destroyed or damaged with other articles of equal value to the satisfaction and approval of the Landlord and not remove the said contents or any part thereof from the Premises not to lend or part with the possession of same either directly or indirectly to any person whomsoever without the previous consent of the Landlord.
- (xlvi) To indemnify the Landlord against all claims by any employee licensee or invitee of the Tenant arising out of the use of any hallway, passages or stairs leading to the Premises.
- (xlvii) To keep any hall passage and/or stairway leading to the Premises free from bicycles, rubbish perambulators and any obstruction of whatsoever kind. To comply with all regulations made by the management company (if any) for the building of which the Premises is a part. Under no circumstance should bags be left out in the hallways or left in the apartment against the walls as this causes stains. All bags must be immediately be brought down to the basement and left into the bins provided and not left on the ground. Any bins found on the ground will be charged to the tenant as a separate charge for disposal of **€25 per bag.**
- (xlviii) Not to erect any television or radio aerials or satellite dishes on the Premises.
- (xlix) Not to hang or allow to be hung from any window in the Premises any clothes or other articles for drying or another purpose or expose same therein and not to exhibit any signboard poster or advertising matter or any flag or banner outside the Premises or in the windows or doors thereof.
  - (l) Not to keep any dog or other animal in or on the Premises.
  - (li) To made use of a covered bin and not to place any dust or refuse in or about the Premises but only in said bin for removal by the Collector or local authority or authorised collector.
  - (lii) Not to move in or move out to another apartment/room/premises without permission of Landlord or Managing Agent.
  - (liii) No other people/friends/relatives are allowed to stay in accommodation without written permission.
  - (liv) To notify the Landlord forthwith in writing of every notice received at the premises from the Local or other Sanitary Authority and to comply therewith as far as the Tenant is liable and not to suffer or permit a greater number of persons to reside on the premises than may be permitted from time to time by the Local Authority
  - (lv) To indemnify the Landlord against any claims, actions, proceedings, costs(including legal costs) whatsoever or howsoever arising by any employee, licensee or invitee of the Tenant or otherwise arising out of the user, occupation or otherwise of the premises, including interior: its furniture, equipment, utensils, fittings, hallway, balcony, passages or stairs or otherwise
  - (lvi) Late payment fee of **€20 will apply for each rent demand letter or email.**

#### **4. THE LANDLORD AGREES WITH THE TENANT** as follows:

- (a) That the Tenant paying the rent and performing and observing in full the Agreements hereinbefore contained may peaceably hold the premises during the term without any disturbance by the Landlord or any person lawfully claiming under or in trust for him.
- (b) To maintain and keep in good order and repair that portion of the building and appurtenances specified in the Fourth Schedule hereto of which the premises form part.

#### **5. IT IS HEREBY AGREED BETWEEN THE LANDLORD AND TENANT:**

- a) That the Tenant hereby irrevocably confirms that all sinks, hand basins, equipment, fixtures, fittings, utensils, furniture, sanitary fittings, window glass and sash cords, internal plumbing, heaters, gas and electric fittings are at present in good order and condition and that in the event of any breakdown or damage to same, that they will be responsible for the repair and/or replacement of same and all costs associated thereto provided that the damage was due to the negligence of the tenant.
- b) That in the event of the rent reserved or any part thereof being in arrear for 14 (fourteen) days after becoming due (whether formally demanded or not) or if there be a breach or non-performance or non-observance by the Tenant of any of the said covenants hereinbefore contained or if the Tenant shall go into liquidation or make any arrangement or composition with his Creditors or shall suffer execution to be levied on the premises, the Landlord shall be entitled to immediately determine the tenancy hereby created by serving on the Tenant 14 (fourteen) days notice in writing expiring on any day whereupon the tenancy shall immediately and automatically determine without prejudice to any claim which the Landlord may have against the Tenant in respect of any breach of the Tenants covenants or stipulations herein contained.

- c) Any notice required to be given to the Tenant hereunder shall be deemed duly served if sent by hand or ordinary prepaid post addressed to the Tenant at the premises.
- d) That if the Tenancy hereby created should continue beyond the date hereinbefore stipulated, it shall in the absence of a new Agreement be deemed to be a tenancy determinable by six months notice in writing by either party.
- e) The Landlord shall be under no liability whatsoever or howsoever arising (whether arising from defective construction or not, a defective product or otherwise) in respect of any damage, injury or loss whatsoever or howsoever arising to the Tenant or his family, servants, agents, invitees or otherwise arising from the use and/or misuse of any fixtures, furniture, fittings or appliances on the premises and or the occupation, use, misuse or otherwise of the premises or otherwise and the Tenant shall be solely responsible for all such losses and also for its own goods and property and be solely responsible for insuring same.
- f) The Tenant shall not do anything to cause the telephone, cable connection or any other services or supplies to the premises to be removed or disconnected and shall at his own expense arrange for the telephone line and all other services to be transferred into the Landlord's name or its nominee at or after the termination of the Agreement as directed by the Landlord. The Tenant shall discharge and indemnify the Landlord against all telephone and other services, charges and all connection, re-connection charges or transfer charges arising for all services during this Agreement or as a result of its commencement and termination.
- g) A breach of any of the conditions and terms in this Agreement by the Tenant shall automatically and without notice entitle the Landlord to absolutely retain the security deposit as liquidated damages and to immediately determine this tenancy when the Tenant shall without delay immediately leave the premises in the same good and proper condition without delay or protest paying all outgoings up to date and the Tenant shall have no further rights whatsoever under this Agreement or otherwise with respect to same, without prejudice to any other of the Landlord's rights at common law or under statute against the Tenant.
- h) **Under no circumstances whatsoever is the security deposit to be used by the Tenant as the final months payment of rent.** The Tenant having previously inspected the premises acknowledges by signing this Lease that the premises and all its fixtures and fittings are in excellent condition, fully working and are totally clean and/or have never have been used and that same will be left in the same excellent and pristine condition upon termination and the entire premises and all its fixtures and fittings will be fully and properly cleaned and tidied in every respect leaving the premises the way it is found on the signing hereof.
- i) The Tenants hereby acknowledges that they understand the full effect and import of this agreement and that their obligations hereunder are joint and several with the other occupants in the apartment.
- j) The Landlord shall not in any way whatsoever or howsoever be liable to the Tenant or any of his servants, agents, invitees, licensees or other persons visiting the premises hereby let for any injury or damage caused to such tenant or his servants, agents, invitees, licensees and any other such person visiting the premises at the request of or to see the Tenant or otherwise and the Tenant and all such persons enter, reside in and leave the said premises entirely at their own risk.
- k) The Landlord shall be entitled to retain the deposit until such time as the premises hereby let have been thoroughly cleaned, all services have been transferred, and the Tenant or the Landlord has restored the said premises to the condition they were in at the commencement of the term hereby granted and it is hereby agreed by and between the parties hereto that any expenses reasonably so incurred including renewal of breakages, replacements, re-decoration, cleaning or repair shall be deducted by the Landlord before the said refund is made.
- l) During the last two weeks of the term hereby created, the Tenant shall allow access to the Landlord or its agent at all reasonable times of the day to view and show the premises for viewing to prospective tenants or purchasers and the Tenant shall ensure the premises, with all its carpets, curtains and furniture, are professionally cleaned prior to leaving the premises.
- m) The Tenant shall insure his own personal belongings at the premises and that same are removed prior to the letting terminating and the Landlord shall have no responsibility whatsoever there for. With respect to the Landlord's property, which is the premises itself and the furniture, fittings and equipment set out in the Third Schedule hereto, the Tenant hereby fully accepts that the premises will be fitted out and furnished only as per the said list and no further furniture, fittings or effects will be provided by the Landlord and no objection or requisition whatsoever or howsoever arising shall or can be made by the Tenant with respect to same. The Tenant shall be irrevocably bound to proceed and comply with the Lease and to make all the payments there under for the full period thereof without complaint, protest or objection provided the furniture, fittings and equipment listed in the Third Schedule are provided with the premises.
- n) This Letting is for the temporary convenience of the Landlord and it is expressly agreed that in the event of a breach of payment of rent or other Clauses in this Tenancy Agreement, the Landlord may immediately serve a 14 day notice to terminate this Agreement by hand or by ordinary prepaid post and on the expiry of the said 14 day notice, this Agreement will be terminated and the Tenant shall be obliged to immediately leave the premises without delay, objection or protest. The Landlord shall be fully entitled to immediately re-enter the premises and to remove any of the Tenant's belongings remaining in the premises without being in any way responsible to the Tenant. The Tenant shall indemnify the Landlord in respect of all costs and expenses incurred in respect of same or any breach of covenant on the part of the Tenant.
- o) This Agreement embodies the entire Agreement and understanding between the parties hereto and supercedes all prior statements, representations, agreements and understandings relating to the subject matter hereof (if any) and the Tenant acknowledges no representations, assurances or statements whatsoever were made concerning the premises or this Agreement.

## SECOND SCHEDULE

### TERM

Strictly subject to the terms hereof, to hold the same for a period of \_\_\_\_\_ months

from the \_\_\_\_\_ to the \_\_\_\_\_

### RENT

At the monthly rent of €\_\_\_\_\_.

### Important notice regarding twin rooms

[If you are renting a bed in a twin room your rent is based on two people sharing the same room. Your rent will increase to the rate of the single room if you roommate vacates the room]. Alternatively you may move to another apartment in order to combine with another tenant in a twin room.

### MANNER PAYABLE

Payable monthly (1<sup>st</sup> day of each month) in advance by standing order without delay or deduction on the day of each month or as the Landlord shall direct, otherwise the first of such payments to be made on the signing of this Agreement and the first standing order payment to commence on the \_\_\_\_\_

ACCOUNT NAME : Kennedy Property Management

BANK/BRANCH: Bank of Ireland, Rathfarnham SC, D14

SORT CODE 90-02-01      ACCOUNT NO. 42611467

For international transfer:

IBAN Code: IE21 BOFI 9002 0142 6114 67      SWIFT Code: BOFIE2D

## THIRD SCHEDULE

Commencement date of Agreement : \_\_\_\_\_

Cessation date of Agreement: \_\_\_\_\_

Amount of rent: € \_\_\_\_\_

Method of payment of rent: standing order / foreign transfer

Fourth Schedule (Description of premises (See attachment))

## **SPECIAL CONDITIONS**

**Not to use open/naked flame fires etc.**

**Not to Overload any electrical appliances, plugs etc**

### **AGREEMENT SIGNED BY THE:**

Agent for the LANDLORD: **X** \_\_\_\_\_

in the presence of:      **X** \_\_\_\_\_

TENANT:      **X** \_\_\_\_\_

In the presence of:      **X** \_\_\_\_\_





## Instructions and Information for Vacating an apartment

Proper notice, a clean apartment in good repair, and return of keys on moving day are essential elements to successfully vacating an apartment. Listed below are the procedures to follow when moving out.

- The tenant must give, in writing thirty (30) days notice of intent to vacate. Failure to do so will result in up to an additional thirty (30) days rental charge while we attempt to find a replacement to fill your room.
- The dwelling, equipment, and furniture shall be in good order (allowing for "reasonable" wear) and cleaned according to specifications noted on the Check-Out Information Sheet before the tenant leaves.
- On the date of termination, the tenant must be completely moved out and the apartment must be returned to a cleaned state so that another tenant can immediately move in.
- Charges for any damages, missing articles, cleaning will be deducted from the tenant's security deposit. If damage and/or cleaning charges should exceed the deposit, the tenant will be billed by credit card.

### Moving-Out Check List

1. Give 30 days notice of intent to vacate.
2. If one tenant is leaving before the other in an apartment and it is not possible to clean or inspect the apartment properly the remaining tenant will bear the responsibility of the cleaning of the apartment in full. In order for the vacating tenant to receive the deposit back the bottom of this form will need to be signed by the remaining tenants to indicate that they are satisfied and take responsibility for the standard and cleanliness of the apartment and all rooms.
3. At least five (14) working days prior to your moving date please call **087 2528002** to make a check-out appointment. To protect your interests **IT IS NECESSARY FOR ALL OCCUPANTS OF THE APARTMENT TO BE PRESENT AT YOUR CHECK-OUT** .
4. Empty the kitchen cabinets, drawers, and dresser drawers. Wipe them out with a mild detergent and clean exterior doors and drawer fronts. Leave all doors and drawers open for inspection.
5. Clean stove top, microwave and oven with strong detergent and oven cleaner (do not use oven cleaner on aluminium pans). Clean all visible parts of filter and extractor hood. Wash out rubbish bin and put fresh bag into it.
6. All dishes, pots & pans, knives & forks and all delph to be clean, dried and put away in the cupboards.
7. Empty the fridge and defrost removing all ice and water. Clean sides and trays using a mild sudsy solution or disinfectant. Leave the fridge doors open to prevent a stagnant water smell building up.
8. Clean all bathroom fixtures including the bath, toilet, and vent. Bathrooms mats may need to be machine washed. Clean walls and tiles and polish chrome to remove all water marks. Clean shower curtain[remove all grime and discolouration], shower enclosure with nonabrasive or soft scrub type cleanser, and tiles with toilet cleaner. Machine wash, dry and put back the bathroom mats dry.
9. Clean all pipes and controls.
10. Vacuum furniture, mattresses, and bed base and underneath. Remove stains from carpet.
11. Walls must be wiped with a sudsy cloth; Windows should be cleaned and clear from streaks.
12. Take all refuse and discarded items to the nearest garbage collection area. Large items need to be placed beside dumpsters. Deliver any unwanted items of value to the local charity shop. Any items left behind will be dumped and the charge of disposal taken from your deposit. .
13. Leave your keys on the dining room table upon checkout. Cost of replacing keys is €20 per key.

**Give Yourself Enough Time To Clean Your Apartment Thoroughly [recommended 6-8 hours].  
This Will Help Ensure A Full Refund Of Your Deposit!!**

### Refunds

After deductions for any unpaid rent, cleaning and / or damage charges, we will refund any unused portion of the monthly rent / deposit. Refunds typically take 1 week to process after the tenant has vacated and will be mailed to your new address or transferred into your bank account. Refunds are not typically given to tenants who vacate their apartment without providing thirty (30) days notice.

**Rates:** Carpet cleaning €120 for 1 hour. - Cleaning contractor €45 / hour Handy man €5 per hour

## Vacating Apartments

**If you are vacating an apartment and it is not possible to do an inspection due to there being tenants staying on in the apartment you must get the remaining tenants to sign below.**

I \_\_\_\_\_ & \_\_\_\_\_ in Apt# \_\_\_\_\_ confirm that the tenant \_\_\_\_\_ who is vacating the apartment has brought the apartment back to the required standard. To avoid any doubt I confirm that they have done their share of the cleaning and that that I am satisfied that there is no damage that the vacating tenant has been done to the apartment and that I will bear the cost of the cleaning and breakages if it is identified in the inspection move out on my move out date.