



104 Salisbury Rd  
Cathays  
Cardiff  
CF24 4AE  
Tele: 029 2115 8696

### Fast-Track Bond Return Check List

Property Address:	
Date:	
DSP Payment ID:	

### Forwarding Addresses and Bank Details

Tenant 1: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

Tenant 2: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

Tenant 3: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

Tenant 4: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

Tenant 5: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

Tenant 6: Name
Address
Telephone No.
Bank Account No & name of account holder
Bank Sort Code

**PLEASE FILL IN THIS FORM IF THE LEAD TENANT  
CANNOT BE PRESENT AT THE CHECKOUT INSPECTION.**

Dear Hensons,

I can confirm that I \_\_\_\_\_,

As the lead tenant for the current tenancy on the property

\_\_\_\_\_;

Give my permission for

\_\_\_\_\_

To act on my behalf at the checkout inspection.

Our Hensons Repayment ID is

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Yours sincerely,

Signed \_\_\_\_\_

Printed \_\_\_\_\_

**Date** \_\_\_\_\_

**Key Return check List**

<b>Keys Issued At Start of Tenancy</b>	<b>Returned</b>

## UTILITY BILLS

### Electricity

Supplier

Call 0845 6015972 to find out if you don't know

Meter Reading

Have you called to close the account?

Yes / No

Proof of payment of last bill handed in to Hensons Homes?

Yes / No

### Gas

Supplier

Call 08706081524 to find out if you don't know

Meter Reading

Have you called to close the account?

Yes / No

Proof of payment of last bill handed in to Hensons Homes?

Yes / No

### Water

Welsh Water

Supplier

Meter Reading

Most properties are on a standing charge NOT metered, if you are unsure, please call Welsh Water on 08000520145 to check

Have you called to close the account?

Yes / No

Proof of payment of last bill handed in to Hensons Homes?

Yes / No

### Council Tax

Supplier

Cardiff County Council

Have you called to close the account? 029 2087

Yes / No

Proof of payment of last bill handed in to Hensons Homes?

Yes / No

OR Student exemption certificates handed in to Hensons Homes?

Yes / No

**Cleaning Throughout whole property:**

**TICK**

- All personal belongings removed
- Furniture moved back to where it was when you moved in?
- All carpets vacuum cleaned?
- All hard floors / laminate / lino swept & mopped?
- Skirting boards / doorframes / window sills  
dusted and wiped over?
- All other surfaces / furniture wiped over?
- All light bulbs working?
- No blutak / nails / marks on walls?
- Black condensation mould wiped off walls?
- Clean all windows inside & outside?  
(outside of windows ground floor only!)
- All rubbish removed & put out for collection?
- Garden free of rubbish / debris / overgrowth?

**Living room**

- Moved sofas / armchairs & hovered underneath?
- Hovered underneath sofa / armchair cushions?

**CHECKLIST**

**Bedrooms**

- Hovered underneath beds?
- All drawers / wardrobes empty & wiped out?

**Kitchen**

- Fridge & freezer defrosted & cleaned out?
- Door of fridge & freezer left ajar to prevent mould?
- Oven & hob thoroughly cleaned?
- Microwave cleaned out?
- Sink / draining board / worktop wiped down?
- All food removed and cupboards wiped down  
inside and out?

**Bathroom**

- Tiles wiped down & mould scrubbed from grout?
- Sink basin wiped over?
- Shower cubicle / bathtub cleaned out?
- Shower curtain cleaned / replaced?
- Toilet bowl, seat and cistern wiped down?
- Toilet bowl scrubbed and bleached inside

Thank you, your bond will be returned (minus any agreed deductions) within 12 days of receipt of all proof of utility bill payments\*.

\*Please note: we cannot return your bond without your DPS Repayment ID. If you have lost this please call 0870 707 1707.