

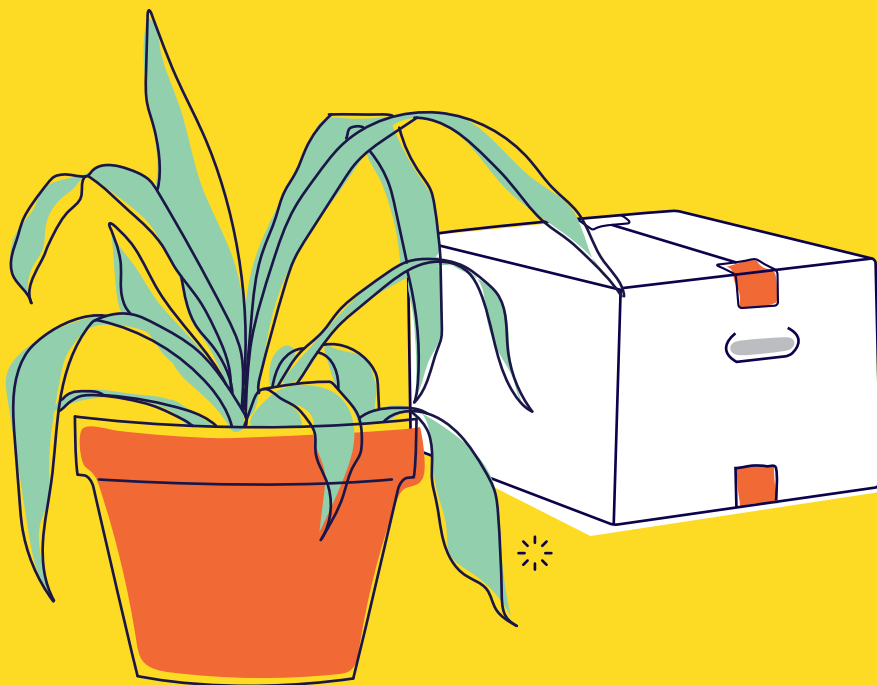
# Moving out guide

## What to do and when

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**This guide and moving out planner will help you prepare to move out of your accommodation.**

By following our moving out planner you can increase your chances of getting your deposit back in full.



## When will you move out?

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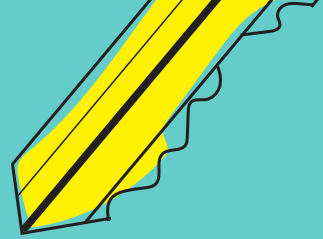
Many students decide to move out of their property before their contract ends – so it's useful to know when everybody is planning to leave. Once you know the last day someone will be in the property, follow our moving out planner and work towards that date.

## Ending a contract

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Most students sign a fixed-term contract, which means that as long as they vacate the property by the last day of the fixed term period, the contract should naturally come to an end without having to give notice. However, we would advise that you notify your landlords or agents of your moving out date (preferably in writing or via email), so that arrangements can be made to carry out inspections of the property etc.





## Keys

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Returning the keys on time to the landlord or agent is important. If you don't, you may be charged for replacement keys and/or replacement locks, or even charged rent. Ideally, you should return the keys to the landlord or agent in person and get a written receipt.

**If you are unable to return the keys in person, ask the landlord or agent how they should be returned** – you may be able to return them using a secure delivery service. We would not recommend posting the keys through the door of your rented house.

## Deposits and deposit protection

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**Is your deposit registered in one of the three Tenancy Deposit Schemes?**

Most tenants' deposits should be, so check your emails for confirmation of deposit registration, or ask your landlord or agent for details of the deposit registration if you can't find this information. The deposit schemes offer a free 'alternative dispute resolution' service if you can't agree on the amount of deposit to be returned. Find out more about deposit protection on the Students' Union website.

**It's your responsibility to make sure you leave the property in the same condition it was in when you moved in, except for reasonable 'fair wear and tear'.** Ideally, when you moved into the property you took date-stamped photos, checked the inventory (if one was provided) and reported any concerns.

**It's a good idea to take photos of the condition of the property when you move out, so you have your own evidence of the state of the property should any disputes arise.**

## Storage and belongings

You've started packing your things and somehow your belongings have at least doubled since you moved into the house last September! You can't fit everything into your brother's small hatchback and get it all home.

### What should you do?

- Don't leave anything behind unless agreed with your landlord or agent, as you can be charged for storage and removal costs
- Look out for information on Pack for Good collection points
- If you have any bulky waste, contact your local council. They will often arrange a free collection



# PACK FOR GOOD

**MAKE PACKING EASIER  
BY DONATING UNWANTED STUFF**

University students across Nottingham can donate their unwanted items to the BHF in the red donation banks across the City or donation points on campus from June to September.

**Ask your Environmental team  
for more information**

©British Heart Foundation, a registered charity in England & Wales (225971) and Scotland (SC039426)

**For more information about arrangements in Nottingham,  
please visit [nottingham.ac.uk/movingout](https://nottingham.ac.uk/movingout)**

You could see if it's possible to store your belongings in your new house, depending on when the tenancy starts. If your tenancy starts around the same time as your current one ends, you could move your belongings into the new property (once you've collected the keys). If your tenancy has started, you have a legal right to access the property, even if you pay half rent over the summer. However, if you wanted to live at the property during the summer, the landlord may be entitled to charge more rent.

If the start date of your tenancy is September and you have paid a 'retainer', you may not be able to store items at the property and it may not be advisable to do so, even if the landlord agrees.

## Things to consider

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Most landlords will agree to allow you to store your belongings at the property but you should consider the following before you do:

- Let the landlord or agent know that you will be storing your belongings at the property
- Make sure your belongings are properly packed and labelled. They should state your details, including a telephone number and the period of the tenancy. Make sure you also say that they are not to be removed!
- Check your contents insurance – will your belongings be insured if the property is not occupied for a period of time?
- Don't store any valuables in an unoccupied property

If your contract does not start until September and you are unable to take your belongings home, you may want to consider using a self-storage service in Nottingham. Some of them may offer special deals for students, so ask around.

## Cleaning and maintenance

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Cleaning costs are one of the most common charges that landlords look to claim for at the end of the tenancy. If the property is dirty when you leave, professional cleaning charges can run to hundreds of pounds, particularly for large properties. **Make sure you thoroughly clean the property to avoid these unnecessary charges** (use our cleaning checklist as a guide).

## Bills

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You're responsible for bills from the date your tenancy starts until the tenancy ends. On the day you leave your property, don't forget to take meter readings.

Contact utility suppliers to close your account, and provide the final meter readings and a forwarding address so they can send your final bills. You should check if you are eligible for any refund on your TV licence or water account.

**It's a good idea to take dated photos of the meter readings in case of any errors or disputes.** If you forget to take

meter readings then the final bills may be estimated. This could mean you pay more for gas, electricity and water (where there is a water meter) than what was actually used.

Once your final bill has been paid, you can send copies to the landlord (as proof the bills have been paid in full). This can speed things up in terms of getting your deposit refunded and may be a requirement of your contract.

Contact Students' Union Advice if your landlord withholds your deposit because you haven't provided proof of bill payment.



# Cleaning checklist

## Kitchen

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- Defrost and clean the fridge freezer, leave it switched off and open the doors (unless advised otherwise)
- Thoroughly clean the microwave, oven, hob and extractor fan
- Clean the inside, front, tops and doors of all cupboards
- Remember the floor, and don't forget to clean underneath and behind appliances (where these can be moved)
- Wipe around the door seal and clean the dispenser drawer of the washing machine

## Lounge

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- Sofas – make sure you vacuum up those crumbs hiding in crevices!
- Furniture – dust and clean all surfaces
- Floor – don't forget behind and underneath furniture

## Bathroom

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- The bath, shower, toilet and sinks should be thoroughly cleaned
- Tiles and shower doors – clean any mould off grout/sealant
- Ensure hair/soap residue is removed from plugs

## Bedroom

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- Beds – avoid stains on mattresses by using a waterproof mattress cover. If you find a stain, clean it if you can
- Furniture – dust and clean all surfaces
- Walls – repair any damage to walls from the use of Blu Tack etc. Most tenancies don't allow the use of Blu Tack and other adhesives on the walls
- Flooring – vacuum and clean as appropriate. If carpet has been stained, explore the best suitable method of stain removal

# Checklist

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## General

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Don't forget to move furniture away from walls so you can clean behind it. Wipe down skirting boards and light fittings/switches. Replace light bulbs as necessary. If you've moved furniture around, always put it back in its original position.

## Belongings and rubbish

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Remove all of your belongings and dispose of all rubbish appropriately. If you have any large waste items, contact your council to see if they offer a collection service.

## Windows

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Clean all windows internally and check your contract to find out who's responsible for cleaning windows externally. If these aren't accessible, check with your landlord.

## Outside

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If you are responsible for maintaining the garden, you should make sure that it is left in a tidy state at the end of the tenancy. Remove any rubbish and sweep outside.

## Students' Union Advice

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[suadvice@nottingham.ac.uk](mailto:suadvice@nottingham.ac.uk)

0115 846 8730

[su.nottingham.ac.uk/advice/housing-advice](http://su.nottingham.ac.uk/advice/housing-advice)

