

Moving Out Guide

A Guide to Leaving Your Property

We're always sad to see you go and want to ensure that the end of your tenancy goes as smoothly as it began: please read the information in this guide to ensure you fully understand the end of tenancy process, and that you follow the included advice, so we can return your deposits promptly and deduction free.



Returning Keys

All keys and fobs need to be returned to the University in the small brown envelope enclosed to you (& labelled with your name and reference number) **no later than 2pm on the last day** of your tenancy. The last day of your tenancy is stated on the 'Notice of Termination' included within this envelope. We serve you this notice (although we are not legally obliged to), to remind you that your tenancy is soon due to come to an end.

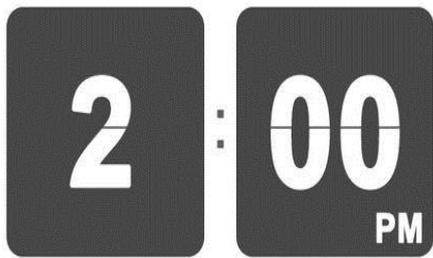
Return your keys and fobs to us:

1. In Person at Our Office:

Housing Services, 4th Floor,
Student Central,
Malet Street, London, WC1E 7HY.

2. By Post: If you send keys in the post they need to be in a secure padded envelope & sent by recorded or special delivery so you have proof of postage. Your keys must reach the University on or before the last day of your tenancy.

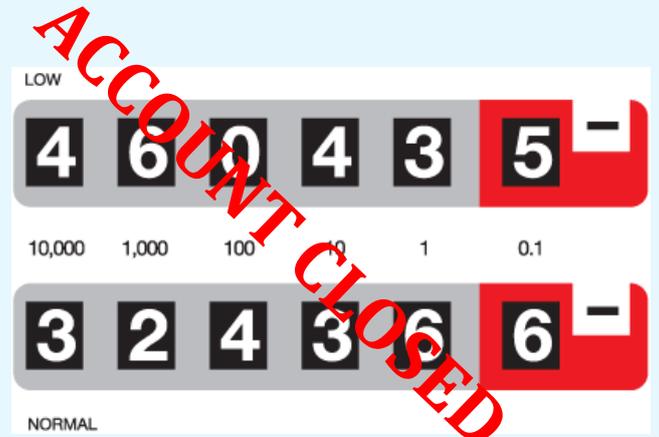
Keys must not be given directly to incoming tenants or the University will have no record of them being returned, and you may have money deducted from your deposit. You are responsible for your keys & fobs until they reach us. Deductions may be made for keys returned late or for keys **lost** in the post.



Finalising Your Bills

If you have set up your own Utility Accounts at the property you live in you must ensure you close these. You'll need to take a meter reading at the end of your tenancy, and provide a forwarding address for the final bill to be sent to.

Failure to do this can result in the usage of the new tenants being in your name. If requested, the University has the obligation to pass on home addresses of former tenants to the Utility Suppliers.



Forwarding Your Post

The University does not forward mail or parcels and will not collect post for former tenants from properties, or lend ex tenants keys to collect post from a property.

If you expect mail to still go to the property you should arrange for Royal Mail to redirect it to your new address. This is a cost effective way to continue receiving your mail after you move home. Please see the Royal Mail website for more details:
<http://www.royalmail.com>



Timeline for the End of Tenancy

June

- ◆ Receive 'Notice of Termination', Key Envelope and Moving Out Guide.
- ◆ Property Manager's conduct final inspections and advise re: any cleaning issues or damages ahead of you moving out.

July

- ◆ Begin planning
- ◆ Organising who will do what
- ◆ Beginning to remove any unwanted items (donating or disposal)

August

- ◆ Begin to organise post redirection
- ◆ Final clean
- ◆ Move out & return keys

September

- ◆ Final tenancies now ending
- ◆ Return keys on or before leaving day
- ◆ Property Manager's to carry out checkout inspections and process deposit returns.



Cleaning Checklist ✓

As a household you need to make arrangements to carry out a thorough end of tenancy clean. If some tenants are leaving early, make plans to ensure they can complete their share before they go. The list below details what you need to pay particular attention to before you move out and works well as a checklist to use:

Throughout the property (including your bedroom)

Carpets: Hoovered, clean and tidy (empty Hoover afterwards)

Woodwork: Skirting boards & window sills cleaned & wiped down

Furniture: All clean, emptied (check under mattresses/sofa cushions) & polished

Curtains/Blinds: All clean and hung properly

Walls: Cleaned down and any white tack removed

Light Bulbs: Replace any bulbs that have gone out since you move in

Add some music to help you clean. Clean to the beat!



In the Kitchen

Cooker (including oven & hob): Cleaned inside and out

Fridge/Freezer: Both clean and the freezer recently defrosted (leave the doors open if you turn it off, to prevent mould & odours)

Cupboards/Shelving: Cleaned inside and out

Worktops & Splash backs: All cleaned

Flooring: Cleaned and mopped

Pair up. Quicker to clean with a buddy!



Bathroom/Toilet

Bath, shower (including curtain/screen), toilet & sink: All cleaned

Flooring: Cleaned and mopped

Paintwork: Any condensation mould or staining wiped down and cleaned

Plan ahead. Buy cleaning products and bin bags!



NB: All other communal areas i.e. lounge must be fully cleaned to the above standards

Finally... Thank You!

We hope you have enjoyed your time with Student Homes and we wish you all the best for your futures, whether that be into your professional careers, further study or you have chosen to renew with us.

If you are moving onto further study, please remember we do have exclusive Postgraduate properties, which we would be more than happy to recommend to you.

It has been a pleasure getting to know you all.
Good Luck to all Student Homes tenants 2014-15.



“You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You're on your own. And you know what you know. And YOU are the one who'll decide where to go...”

Dr Seuss



University of London Student Homes

Housing Services,
4th Floor, Student Central,
Malet Street,
London, WC1E 7HY.

Phone: 020 7664 4836

E-mail: student.homes@london.ac.uk

Website: <http://studenthomes.london.ac.uk/>

Why not check us out on:
Twitter @UoLStudentHomes
Facebook @uolstudenthomes

