A guide to leaving your property
Before moving out there are a few things you need to do. We’ve listed a few top tips to help make this process as easy as possible. Remember – living in a shared house means shared responsibility, so start early and get everyone involved.

**LOVE YOUR RUBBISH!**

- Recycle as many items as you can
- Remember to put your rubbish out on the right collection day
- Recycle large items on www.freecycle.org
- Got bulky waste? Contact Birmingham City Council to arrange collection www.birmingham.gov.uk/bulkywaste
- The cleaner you leave your property, the better the chance you will have of getting your deposit back

The University and Guild of Students community scheme Junkbusters collects clothes, CDs, DVDs, books, stationery and small electrical items for the British Heart Foundation. Follow @junkbusters1 on Twitter to find out your next collection date!
You’ve packed everything away, cleaned the house and are ready to lock the door for the final time, but before you do there are still a few things you need to do.

ROLL UP YOUR SLEEVES AND GET SCRUBBING

- Vacuum and dust all rooms
- Clean the cooker thoroughly – on top, inside the oven, grill and behind and down the sides
- Remove all food and clean the fridge and freezer. Switch off the freezer and allow the ice to melt. Dry the freezer and leave it switched off with the door open
- Remove everything from the kitchen cupboards, drawers and clean inside and out
- Make sure the work surface, tiles and floor are clean
- Clean the bathroom not forgetting to mop the floor
- Wipe the windows and windowsills
- Remove all belongings including any unwanted items

BEFORE RETURNING THE KEYS

You’ve packed everything away, cleaned the house and are ready to lock the door for the final time, but before you do there are still a few things you need to do.

- Take final meter readings for utility bills and close the accounts. Make sure that all bills have been paid for
- Cancel any telephone and broadband accounts
- Claim any refund due on your TV licence www.tvlicensing.co.uk – don’t forget to split this fairly amongst everyone
- If your landlord does not inspect the property before you leave, take some photos of the property as you left it
- Check your original inventory and make a note of anything that doesn’t match
- Lock all windows/doors and return the keys (including gate keys) to the landlord no later than the time and date you agreed
- Change your postal address – you don’t want any internet shopping going to the wrong place! Your landlord won’t forward any mail. You can arrange this with the Post Office, www.royalmail.co.uk
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If you paid a deposit when you moved into rented accommodation you are entitled to a full refund unless you have caused any damage to that property.

Your landlord can make deductions from your deposit if:
- You or any of your guests have caused damage
- You have outstanding rent payments
- There are items missing off the inventory list
- The property needs to be cleaned after you move out

If you cannot agree with your landlord or letting agent on how much of your deposit should be returned to you after you move out then check the deposit protection scheme you are registered with. Each scheme offers a free service which can help you resolve your dispute with the landlord or letting agent.

The Tenancy Deposit Scheme
www.thedisputeservice.co.uk
Tel: 0845 226 7837

Mydeposits
www.mydeposits.co.uk
Tel: 0333 321 9401

The Deposit Protection Service
www.depositprotection.com
Tel: 0330 303 0030

If you have any issues once your tenancy ends, get in touch with the Living team who will be able to help.

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