Moving out

Please see the following useful hits and tips to make your departure go smoothly:

Cleaning

- Start early, make a rota so that no one person is left with the final clean.
- Spring clean the house as the property should be left in the same condition it was let in.
- Any damage, additional cleaning, rubbish removal etc will result in a charge being taken from your deposit.

Rubbish

- Make use of **Junkbusters (https://intranet.birmingham.ac.uk/buzz/news/public/August-2012/Junkbusters-come-to-Birmingham.aspx)** to clear unwanted items.
- Ensure all items,including rubbish and unwanted items are removed before handing keys back. Please also return any side gate keys you may have, clearly marked with your house number.
- Make special arrangements for any unwanted bulky waste by contacting the council on 0121 303 1112 or **www.birmingham.gov.uk/bulkywaste (http://www.birmingham.gov.uk/bulkywaste)** for further information.
- Any damage, additional cleaning, rubbish removal etc will result in a charge being taken from your deposit.

Inventory

- Check your original inventory and keep a record of any discrepancies. Return all items to their original location.
- Contact your landlord to arrange a final inspection or check out inventory.

Final Bill

Arrange final meter readings and notify the utility companies to arrange a final bills. Prior to departure organise with your housemates who is responsible for this. If this is left outstanding you could be left with a large bill.

Keys

Contact the landlord/letting agent to arrange return of keys (including gate keys), ensuring they are returned no later than the time and date stated in your agreement.

Return of Deposit

Your landlord should return your deposit within ten days of your tenancy ending. Your landlord should write to you with details of any deductions being made from your deposit, if you agree with these, advise the landlord and the deposit will be returned. If you do not agree with the charges, notify the landlord in writing, supplying evidence as to why you dispute them, if there is no agreement between both parties you need to register a formal complaint in writing to your Tenancy Deposit Scheme.

The Student Mentor Scheme, a partnership between the University and Guild of Students, has produced the following guide which you may find useful: **Moving Out Guide (http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/723/c98ecbf492be7d56dee4f443dfcd630d/GOS%20Moving%20in%20A5%20Booklet%20WEB%20(14MB).pdf)**

If you have any issues following the end of your tenancy please **contact Living (/undergraduate/accommodation/Contactus.aspx)** for advice.

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