



Moving Out

A guide to leaving your property

Before moving out there are a few things you need to do. We've listed some 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](https://twitter.com/junkbusters1) on Twitter to find out your next collection date!

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

Beware - NOT cleaning your house may result in everyone losing some or even all of their deposit!



Before Returning The Keys

You've packed everything away and cleaned the house. Before you lock the door for the final time, make sure you do the following:



Take final meter readings for utility bills and close the accounts. Make sure that all bills have been paid for



Check your original inventory, making notes of everything that doesn't match and then schedule a final inspection with the landlord



If your landlord does not inspect the property before you leave, take some photos of the property as you left it



Cancel any telephone and broadband accounts



Your landlord is not required to forward any mail, however you can arrange this with the Post Office, www.royalmail.com



Claim any refund due on your TV licence at www.tvlicensing.co.uk – don't forget to split this fairly amongst everyone



Lock all windows/doors and return the keys (including gate keys) to the landlord no later than the time and date you agreed



Remember to check your agreement for anything additional that you are required to do

Getting Your Deposit Back

If you paid a deposit when you moved into rented accommodation you are entitled to a full refund unless:

- 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

We're here to help with...

- The best tips on finding your new home
- A FREE contact reviewing service
- Understanding your responsibilities as tenants
- Any housing issues and landlord concerns

Get in touch today

Living

University of Birmingham

Edgbaston, Birmingham, B15 2TT, United Kingdom

Tel: 0121 4148000

Email: living@contacts.bham.ac.uk

www.birmingham.ac.uk

