

MOVING-OUT

DETAILED STUDENT GUIDE



A guide to moving out of student or private accommodation

A detailed guide to assist you through the process of moving out, full of advice and secondary sources to provide you with as much useful information as possible.

So it's got to that time of year when you have to move out of your student accommodation; a potentially exciting time as you mix socialising and exams with packing your bags.

In this resource, we've set out some simple steps that you can take to make this process as straightforward as possible.

Table of Contents	Page
<u>Tenancy Agreement</u>	<u>4</u>
<u>Deposits</u>	<u>4</u>
<u>Inventory</u>	<u>5</u>
<u>Tenancy Check-Out Fees</u>	<u>6</u>
<u>Packing</u>	<u>6</u>
<u>Cleaning</u>	<u>7</u>
<u>Final Payments and Bills</u>	<u>10</u>
<u>Additional Things to Consider</u>	<u>11</u>
<u>Moving-Out Checklist</u>	<u>12</u>
<u>Rate Your Student Home</u>	<u>13</u>
<u>Where to get Advice</u>	<u>14</u>



Tenancy Agreement

At least a month before moving out, **check your tenancy agreement** for moving out and deposit return arrangements.

Failing to do what the agreement says can result in **delays** in getting your deposit back, or **deductions**.

Deposits

Make sure you know which deposit scheme is holding your money - your landlord/letting agency is required to give you that information.

Your deposit should be protected by one of these 3 Tenancy Deposit Protection schemes (TDP):

[Deposit Protection Service](#)

[My Deposits](#)

[Tenancy Deposit Scheme](#)

The landlord/letting agency must put your deposit in one of the three TDPs, within 30 days of receiving it.

Deductions should not be made from your deposit for reasonable wear and tear.

After you've agreed with the Landlord/Letting agency the amount of deposit that you will get back (hopefully the full amount), it should be paid back to you within ten days.

For more information about deposits click [here](#).

Inventory

The inventory is a checklist of items/contents that were already in the house/flat when you moved in, and belong to the landlord. For example beds, tables, lamps, curtains, carpets etc.

Before moving out of the property you should:

- **Check** that all items are still there and in the same/similar state as when you first moved in. Landlords should expect and accept reasonable wear and tear. You should also move furniture/items back into their original place.
- **Take photos** of your room and communal areas, after you've cleaned up. These would be a record of the condition that you're leaving it in.
- Try and arrange to invite your landlord around the month before you move out, for a **preliminary inspection**. They can use this as an opportunity to point out anything that they're unhappy with, so that you have a chance to put it right. Use the **inventory as a checklist**.
- Arrange for the **landlord/estate agent** to come and visit to **go through the inventory with you**, just before you move out.

Take the inventory check seriously, as this is often the area where landlords find faults and may want to make deductions from your deposit.



Tenancy Check-Out Fees

Remember that a Landlord or agent cannot charge you for any services connected with the termination or ending of a tenancy. If the tenancy was entered into before 1 June 2019 and you agreed in your contract to pay exit fees, such as checkout or inventory fees, then a Landlord or agent could only charge these fees up until 31 May 2020.

You can find more information in the [Tenant Fees Act 2019](#).



Packing

Packing is the part of moving we tend to put off, but we actually recommend you doing it first, as you'll find it so much easier to thoroughly clean the property when all your belongings are tidily packed away.

- Prepare your packing in advance. Doing it in one day can be stressful and mistakes can easily be made as useful things could be binned by mistake.
- To get cheap plastic storage boxes, you can go to major stores such as Wilko, or supermarkets such as Morrisons, Asda, or Tesco. To get free cardboard boxes, ask at supermarkets or local retail shops. Banana boxes and crisp boxes can be very useful.
- Try to take some care over your packing - you only have to unpack it all somewhere else. Rushed and messy filling of boxes will result in problems and frustration at your new place.
- It's worth trying to sort out odd papers, notes and books too. Shoving a load of papers in a box to sort out later doesn't help. A year down the line and you still might not have sorted through them. Try and do it before you move out and be enthusiastic with filling those recycling bags with your waste.
- Finally, be ruthless with what you choose to keep, as you'll regret taking the entirety of your room when it comes to carrying and unpacking the boxes.



Cleaning

Cleaning is essential to avoid losing any £££ off your deposit. Don't leave this until the last minute.

Although your Landlord/ Estate Agent cannot ask you to pay for a professional clean/ deep clean at the end of a tenancy, you will still be expected to clean the property at a professional standard.

You are responsible for ensuring that the property is returned in the condition you found it, aside from any fair wear and tear.

*Fair wear and tear is considered to be defects which occur naturally or as part of the tenant's reasonable use of the premises.

If the property is not left in a fit condition, Landlords and agents can recover costs associated with returning the property to its original condition and/or carrying out necessary repairs by claiming against your tenancy deposit. If your tenancy deposit does not cover the costs of returning the property to its original condition, the landlord or agent may seek 'damages' from you and if you cannot reach agreement on the amount/nature of those costs, they could seek the payment from you by making an application to the courts.

Cleaning Checklist

- Before moving out, all house/flat mates should create a cleaning plan/rota and share the cleaning.
- Give the house/flat a thorough clean, tidying, dusting, wiping, hoovering and mopping.
- It's not enough to give the property a quick Hoover and a dust - you'll also need to make sure you give everything a good deep clean, including your fridge, oven and microwave.
- Remember the kitchen and bathroom will take the most time!
- Clean the windows on the inside and check if the curtains need washing.
- Clear and tidy the garden (if you have one).

Kitchen

- Defrost the freezer (if you don't have an automatic defrosting system, allow a few hours to half a day for the ice to melt), put something down on the floor to collect and soak up any water.
- Clear out and clean the fridge.
- Thoroughly clean the microwave, oven, hob and extractor fan.
- Clean the inside, front, tops and doors of all cupboards and drawers.
- Mop/ sweep and Hoover the floor. Don't forget to clean underneath and behind any appliances that can be moved.

Lounge

- Sofas – vacuum and remove any stains
- Furniture – dust and clean all surfaces
- Floor – mop/ sweep and Hoover the floor, especially under and behind any furniture

Bathroom

- Thoroughly clean the bath/shower, sinks and toilets.
- Tiles and shower doors – clean any mould and lime scale off grout/ sealants
- Ensure hair and soap residue is removed from drains

Bedroom

- Beds – use a waterproof mattress protector to avoid any stains. If there are any stains, make sure you clean these.
- Furniture – dust and clean all surfaces.
- Floor and carpet – vacuum and clean. Use stain removal if there are any stains on the carpet.

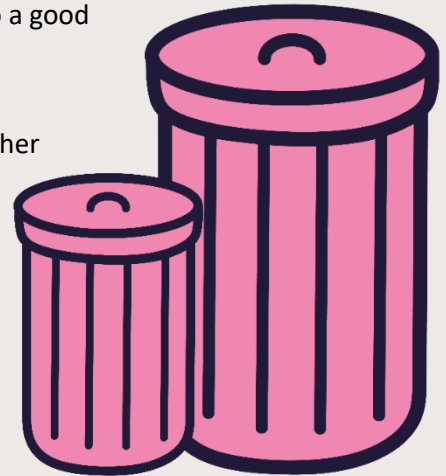
Waste and rubbish

Consider recycling or donating usable items that you don't need. Take any unwanted clothes, shoes, and bric-a-brac to local charity shops and items sold will contribute to a good cause. You can find your nearest recycling location [here](#).

For recycling services provided for students and to arrange to have other bulkier rubbish collected by Leicester City Council, click [here](#).

You could also try selling any unwanted items e.g. books, DVD's. Alternatively, you can [donate them](#) or use [Freecycle](#) to give them away for free.

If you live in the Clarendon Park area, you might find the information [here](#) useful.



Tips to help you avoid a fine or landlord charge.

Do not leave your bin or any (un-booked) waste on pavements or highways when you move out – this could result in a fine from the council of £400.

If you leave waste inside the property or in the garden/yard area you may lose some of your deposit to pay for its removal.

If your landlord fly-tips (illegally dumps) the waste you've left behind, you may be investigated and fined for fly-tipping, so we always recommend you properly dispose of your waste yourself (if you haven't arranged for the council to remove it).

When you leave, your bin should be left on the property. Check your contract or ask your landlord/estate agent about whether you can leave waste in your bin when you leave.

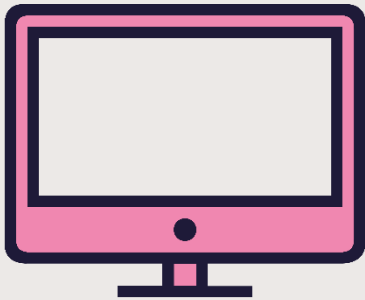
On your move out day remember to take photos of the property, kitchen, bathroom, etc.

Final Payments and Bills

You will be responsible for the property bills, from the date your tenancy starts until the tenancy ends. We would therefore advise that you have a house/flat mates meeting around two weeks before you move out to discuss the paying of all bills and to ensure that everyone will be paying their fair share.

You should also ask your utility companies for a final bill, as you may need to send proof of payment to your landlord/estate agent.

Contact any utility and services providers on the day the last person leaves, to ensure that their records are up-to-date. Once you have, provide your landlord with proof of each settlement and the final bill so that they know you've taken care of each area.



TV license – cancel your TV licence and claim a refund, for more information click [here](#).

Cancel all of your subscriptions, e.g. TV/media packages, broadband internet and also cancel your household insurance.

Keep in mind that your landlord or agent cannot require you to pay a fee when you leave the property, or check out, on a Saturday, or at any time over the weekend/evening. However, a Landlord or agent must agree to this and may be reluctant to do so if this falls outside of their normal working hours, should they be required to attend. Therefore, if you choose to do this they may charge you provided that they have offered an alternative option, which is not unreasonable and does not require you to pay a fee (e.g. a check out during office hours).

Additional things to consider

International students

Depending on your visa arrangement, some international students may have to tell the police and University that you are moving and provide them with your new address. Make sure you check if this applies to you.

If you're not sure you can contact the [University Immigration and Compliance team](#).

Transportation

Many students leave University with more belongings than when they arrived, and lugging them around on public transport isn't the most practical option. So if you find yourself struggling to transport your stuff home, it's a good idea to ask if any family or friends can come and help you. Alternatively, you could hire a van or pay for storage facilities in Leicester.

COVID-19

When you are moving out of the property and you are receiving help from friends or family, with transport for example, please ensure that you comply with the government COVID-19 regulations at the time.

Check, Check, Check!

Even after you've done your deep clean, run over the house and do another check. Make sure that everything has been accounted for, right down to the finest details like blue tack or nails in the wall.

Nearly there. Once you've covered everything above, you can finally hand back your keys. Make sure that every single one gets passed back over to the landlord/estate agent.

If you don't, your landlord may be forced to change the locks and will then expect you to front the bill, which they might want to take from your deposit.

Moving Out Checklist

Moving out



So the time has come when you will be moving out soon. Find out here how to make it as trouble free as possible and get your deposit back quickly. To be fair, if you have been following our guide it will not be that hard.

Now the countdown begins



6 weeks to go

- If applicable give your landlord notice that you are moving out.
- Start gathering your possessions – get those things back from your friends.
- Get rid of unwanted items ie sell or give away.

4 weeks to go

- Dig out that inventory you agreed and signed when you moved in. You need to go through it again to ensure the house is put in the condition it was when you moved in or better! Use the photos you took to help.
 - Is anything damaged, broken, stained?
- Start collecting empty boxes and bubble wrap.

3 weeks to go

- Start using up frozen food and buy small supplies until you move.
- Contact the utility companies and let them know the final date of your tenancy.
- Clean everything thoroughly. This may be time consuming and may require a lot of cleaning products, but it needs to be done. You are all jointly responsible for the condition of the property so you all need to do your fair share. If you don't clean you all run the risk of losing some of your deposit. Don't forget the garden!

2 weeks to go

- Start packing your non-essentials such as books.
- Notify others of your change of address:
 - Your bank/building society
 - Your car insurance providers
 - DVLA
- Visit the post office and arrange for your post to be forwarded. You will be charged a small fee for this service.
- Put furniture back in its original place.

1 week to go

- Clean! Clean! Clean! All of you need to pull on the marigolds and get scrubbing. Cooker, fridge, bathroom skirting boards, you name it, it needs cleaning.
- Keep packing – but don't pack your camera!
- Cancel the TV Licence and apply for a refund.
- Locate all instruction manuals (cooker, oven etc.) and put them in a safe place.
- Put out the bins – don't miss collection day.
- Clean the oven – all of it!
- Defrost and clean the fridge and freezer.
- Arrange with your landlord/agent to carry out an inspection. This will give the landlord/agent the opportunity to discuss any matters that need attention. If any issues arise, rectify it before moving out so that the landlord/agent do not need to employ professionals to do this work.



Rate Your Student Home is simple. Leave a review of a Leicester property that you have recently lived in, to let other future tenants know more about it.

You can also look up properties to find a review, and even find local estate agents too. Visit the website [here](#).

Rate Your Student Home is supported by Leicester Students' Union, and De Montfort Students' Union. If you have any queries relating to the Rate Your Student Home website, please email info@rateyourstudenthome.co.uk.

This email address is not to be used for disputing reviews. To do this, please use the flag review feature to report a review.



Where to get Advice

Students' Union Advice Service

Email: advice@le.ac.uk

Phone: +44 (0) 116 223 1132/ 1184/ 1109

Website: leicesterunion/support/housing

UoL Free Legal Advice Clinic

To book an appointment you will need to complete the [Initial Client Details Form](#) and send it to lawadviceclinic@leicester.ac.uk to have your case considered.

More information is available at: le.ac.uk/law/about/legal-advice-clinic

Shelter England

Charity providing expert advice and support regarding housing.

Free helpline (8am-8pm on weekdays and 9am-5pm on weekends): +44 (0) 808 800 4444

Online chat: england.shelter.org.uk/get_help/webchat

Housing advice pages: england.shelter.org.uk/housing_advice

Citizens Advice

Citizens Advice provides free, confidential and independent advice to help people overcome their problems.

Phone: +44 (0) 300 330 1025

Website: citizensadvice.org.uk/housing/

Location: 60 Charles Street, Leicester, LE1 1FB



Leicester City Council

The City Council offers support services and advice to private tenants and landlords.

Phone: +44 (0) 116 454 1001

Website: leicester.gov.uk/your-community/housing/renting-private-housing/

Gov.Uk Advice

The government website offers information in regards to landlord responsibilities when renting out their property. This information is available here: gov.uk/renting-out-a-property

Ombudsman schemes

For ongoing unresolved problems and complaints about letting agents/ agencies you can also contact the organisations below (and also about landlords if they are members of the Ombudsman scheme).

- [Property Ombudsman](#)
 - [Property Redress Scheme](#)
 - [Property complaints - Which](#)
-

leicesterunion.com/advice

Advice Service

advice@le.ac.uk

0116 223 1132/1184/1109



**LEICESTER
STUDENTS'
UNION**