



**ADVICE**

# **MOVING OUT**

## **Detailed Student Guide**

**Step by Step Guide to Housing**

# MOVING OUT

## DETAILED STUDENT GUIDE

Leicester Students' Union Guide to Housing

2018/2019

A detailed guide for students, to assist them through the process of moving out of student accommodation or private housing.

Full of advice and secondary sources to provide students with as much useful information as possible.

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## Student accommodation – A guide to moving out of student or private accommodation

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.

### 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).

- i. [Deposit Protection Service](#)
- ii. [My Deposits](#)
- iii. [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**.

## 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.

1. Before moving out, all house/flat mates should create a **cleaning plan/rota** and share the cleaning.
2. Give the house/flat a thorough clean, tidying, dusting, wiping, hoovering and mopping.
3. 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.
4. Remember the kitchen and bathroom will take the most time!
5. Clean the windows on the inside and check if the curtains need washing.
6. Clear and tidy the garden (if you have one).

## Bathroom and kitchen

Thoroughly clean the bath/shower, sinks and toilets. Clean all kitchen surfaces, fridge, oven and microwave (all inside and outside). Clean the kettle and toaster properly (empty bread crumbs from toaster), wipe the sink and taps clean.

## Deep cleaning

You should 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.

With the oven, remove any bits of burnt food that may have fallen to the bottom, and use oven products that will remove the grease and burnt food after scrubbing. Thoroughly clean the door, sides and shelves, and also the hob.

Make sure that you have all the necessary kitchen and bathroom cleaning products.

## Carpets

The landlord/estate agents should allow for reasonable wear and tear, but if there are stains from drinks, food etc. try and give those parts a good scrub using a carpet cleaning product/spray.

## 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.

On your move out day, **remove all remaining rubbish** from the property. Also, take photos of the property, kitchen, bathroom, etc.

### 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.

## Final payments

Aim to 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.

### Paying off all outstanding bills

- When you move out of the property, make sure you've paid every last penny on each bill and to **“actual” readings - take meter readings.**
  - 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.

## 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.

## Retainers

A retainer is a sum of money that students pay their landlord to secure the property for the summer period, so that it's not rented out to anyone else for that period.

The sum of money for a retainer is normally half of the monthly rent. Paying a retainer for the summer period does not normally mean that you can stay in the property, unless it is stated in the tenancy agreement. If you're paying full rent for the summer period, you should be entitled to stay in the property.

If it's not stated in the tenancy agreement, but the landlord agrees verbally to let you stay, it would be advisable to get this in writing with your landlord's signature, as sometimes what is said verbally might not always be adhered to.

Students might pay a retainer because they plan to stay in the property after the summer for the following year (and have already signed a new contract) or because they want to leave their belongings in the property over the summer period and return after the summer period to collect and move out.

If you're leaving your belongings in the property over the summer period whilst you're away, **please think about the security of your valuables**. It might be advisable to take your laptop, iPad, gadgets, games, jewellery and other valuable items with you, as well as important documents such as your passport and driving license.

Please also be wary about bank statements and other paperwork with your personal details and information on - you wouldn't want them falling into the wrong hands.

## 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.

## Useful contacts for accommodation and landlord issues

### Students' Union Advice Service

Provides free and confidential academic, housing and signposting advice.

Contact details:

Email: [advice@le.ac.uk](mailto:advice@le.ac.uk)

Phone: +44 (0) 116 223 1132

### UoL Free Legal Advice Service

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

The clinic dates and times are available [here](#).

### Shelter Housing

Charity which provides expert advice and support regarding housing.

Free helpline (8am to 8pm on weekdays and 9am to 5pm on weekends): [0808 800 4444](tel:08088004444)

Online chat: [england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)

Housing advice pages: [england.shelter.org.uk/housing\\_advice](https://england.shelter.org.uk/housing_advice)

SHARP Project resource: [leicestershelter.org.uk/](https://leicestershelter.org.uk/)

### Leicester City Council

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

Phone number: [+44 \(0\) 116 454 1001](tel:+441164541001)

Website: [leicester.gov.uk/your-community/housing/renting-private-housing/](https://leicester.gov.uk/your-community/housing/renting-private-housing/)

Additional information: [gov.uk/renting-out-a-property](https://gov.uk/renting-out-a-property)

## Citizens Advice

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

On their resources pages you can find information about how to go about renting or buying a home or just finding somewhere to live. You can also find advice on handling problems with your landlord and help to avoid losing your home.

These are available here: [citizensadvice.org.uk/housing/](https://citizensadvice.org.uk/housing/)

Contact details:

Phone: [0300 330 1025](tel:03003301025)

Location: 60 Charles Street, Leicester, LE1 1FB

## 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](https://gov.uk/renting-out-a-property)

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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](#)