

Moving out advice and to-do list

1	Remove everything from the property that you brought with you or acquired throughout your stay. That includes items you stashed in the cellar or put out in the garden. Start disposing of unwanted items early. You'll have accumulated more than you realise and you'll find yourself with a big problem if you leave it to the last minute to dispose of it.	
2	Put all your rubbish outside inside the wheelie bins provided by Leeds City Council. If your bins are full, don't leave your rubbish in bin bags beside the bin – they'll get slashed. Take a look at Leeds City Council's advice on where you can donate any reusable items: https://www.leeds.gov.uk/residents/bins-and-recycling/university-students . If you have a car, take the rest of your rubbish to your local recycling facility. Make sure the area outside the property has been swept and tidied, ensuring all litter is properly bagged and put in your council bin. If we have to clear your rubbish away, you'll be charged for it.	
3	Contact your utility suppliers and inform them of the date your contract ends, i.e. 6 th July. Often households find they've paid a surplus and are entitled to a cheque for overpayment. You'll need to settle all your final bills and give a forwarding address for any refund due. Likewise, you must all have paid your rent in full.	
4	Move all the furniture back to the way it was when you first moved in. If you've forgotten refer to your inventory and schedule of condition document. Any furniture which was not already in the property when you arrived must be removed. If you leave anything behind, like TVs, fridges, computers, tables and chairs, you will be charged for their removal.	
5	Clean the house thoroughly from top to bottom. That doesn't just mean your room, it means all the communal rooms too plus the halls and staircases. See your room-by-room cleaning checklist.	
6	Remove all posters, calendars, photos etc from the walls, leaving no marks. If you have used anything other than Gripping Stuff Poster Tape and it has left marks on the walls, expect a deduction from your deposit!	
7	Thoroughly clean and degrease the cooker, including underneath. Only use oven cleaner INSIDE the oven, and always follow the manufacturer's instructions, wear gloves etc, because it contains some really powerful chemicals! NEVER use it on the exterior surface of the cooker or on the hob hotplates – it will damage the lacquer. There are other cleaning products made especially for hobs. Also, please don't throw away the oven-lining sheet. Clean it and put it back in the oven; it protects the cooker from the worst of the grease.	
8	Empty, defrost and clean the fridge/freezer, including underneath, and leave it switched off, with the door left wedged open to prevent mould growth. If the property was provided with one.	
9	Clean the bathrooms with appropriate detergents, removing any marks and discoloured areas. Special anti-mildew sprays are available and I highly recommend them, but do follow the manufacturer's instructions. I also recommend leaving some detergent in the toilet bowl when you leave. Also, please dispose of all your toilet brushes.	
10	Make sure all lights have working LED bulbs.	

11	If you have used your own curtains or blinds, you must re-hang the originals properly before you leave.	
12	Arrange for Royal Mail to forward your mail to your new address for an appropriate length of time to make sure your important mail still gets to you. We cannot forward mail onto you.	
13	Change your delivery address for Amazon and other online shopping sites you use, your contact lens deliveries, bank accounts and hospital appointments.	
14	Take final gas meter reading and submit to your supplier.	
15	Take final electricity meter reading and submit to your supplier.	
16	If you have a prepaid top up meter make sure you leave all keys or cards so we can continue to top up. Do not take them with you. WE will change the name on account for you. If you have debt on the account you must speak to your utility provider so that it can move with you. If there is debt on the meter we may need to use some of your deposit to clear it.	
17	After your final clean-up, have a thorough vacuum throughout the house including skirting boards and under any furniture. See room-by-room checklist.	
18	You must vacate the house by 6pm on the final day of your tenancy: please check this date on your contract or departure procedure letter we sent you. Under no circumstances can belongings be left in the house or basement.	
19	Returning your keys: When you vacate the property, make sure all windows are securely closed and all doors locked. Complete your 'key return sheet' and place in your 'key return envelope' along with all your keys. Ideally you should visit our office to hand deliver your keys during office hours or post your keys through our office shutter. On no account should you return your keys by post or put them through the letterbox at a later date.	
20	Remember to fill out in full & sign your 'key return sheet' including bank details and forwarding address. We cannot return your deposit without this information provided.	