



MOVING OUT TIPS (and how to get your deposit back!)

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| Bedroom | <ul style="list-style-type: none"> • Remove all your belongings • Take down posters and carefully remove any blu-tac/pins • Vacuum - including behind and under furniture • Dust and polish furniture and wipe all surfaces including window sills, skirting boards and doors |
| Lounge | <ul style="list-style-type: none"> • Vacuum - including behind and under furniture (and behind/under cushions). • Dust and polish furniture and wipe all surfaces, including window sills, doors and skirting-boards • Take down all pictures/posters and remove blu-tac/pins |
| Kitchen | <ul style="list-style-type: none"> • Remove ALL food from cupboards and wipe the surfaces clean • Make sure the cooker, grill and oven are clean • Clean the microwave • Empty and defrost in advance -remember to put something down to collect the water- and then clean all the shelves. Leave the power off and prop the fridge/freezer doors open to prevent mould growth. • Empty and clean the bins • Clean the floor and all surfaces, including walls and skirting-boards |
| Bathroom | <ul style="list-style-type: none"> • Clean the bath, toilet and sink, removing all limescale • Clean the shower curtain if there is one • Remove all toiletries/magazines and empty the bin • Clean the floor |
| Garden | <ul style="list-style-type: none"> • If you are responsible for the garden, make sure that it's tidied up and mown/weeded before you go |
| Refuse | <ul style="list-style-type: none"> • Bag rubbish up securely and put it in the bin • Try to put the rubbish out only on the day of collection • If you need large items removed, including furniture, book this through Bristol City Council at https://www.bristol.gov.uk/CSCBulkyWasteCollection/ at least one week in advance. |
| Utilities | <ul style="list-style-type: none"> • Ring the gas/electricity/water boards to arrange final bills and remember to take readings as you leave |

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| Don't Forget | <ul style="list-style-type: none"> • Consider getting carpets professionally cleaned if they've become marked during the tenancy • Gently clean marks on walls and use sugar-soap (available from hardware stores) to remove blu-tac stains • Replace any missing/faulty lightbulbs • Make sure all furniture/fittings are moved back to their original position • Take photos as evidence of the condition you've left the property in • Try arranging a mutual checkout meeting with landlord/agent where you can go round together and agree the state of the property. • Return all keys on or by the last day of your tenancy otherwise you may be charged for a new lock and keys • Check whether landlord requires you to do anything else • Contact your bank and cancel your standing order for rent • Don't leave any items/furniture at the property (especially electrical items like kettles, vacuum cleaners, washing machines) that you've bought but don't need any more, no matter how useful you think they'll be to new tenants. |
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The Accommodation Office runs a housing advice service for all University of Bristol staff and students, if you have any problems to do with your private rented accommodation please contact us straightaway.

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Office opening times

| | TERM TIME |
|------------------|-------------------|
| MONDAY | 10 am - 4.00 pm |
| TUESDAY | 1.00 pm - 4.00 pm |
| WEDNESDAY | 10 am - 4.00 pm |
| THURSDAY | 10 am - 4.00 pm |
| FRIDAY | 10 am - 4.00 pm |

The contents of this fact sheet are for information only. You should consult the Accommodation Office or an advice centre such as the CAB before taking any action.