



LEAVING, DEPOSITS & STUFF

As the end of the year approaches we have produced this Moving Out guide to help these final few weeks go as smoothly as possible.

It reminds you about the end of your contract, your responsibilities for clearing out your belongings, how to leave the room before you go, and how to avoid any additional charges for cleaning or damage.

WHEN DO I NEED TO LEAVE MY HOUSE?

Your Contract Ends: Saturday 9 July 2011

WHAT TO DO NOW....

Send us your final leaving date even if it is 9 July

- <http://www.bristol.ac.uk/studenthouses/resinfo/leaving.html>

Update your Student Info page with bank details for the return of your deposit

- <https://www.bris.ac.uk/studentinfo/bankDetails>

WHAT IF I WANT TO STAY AFTER 9 JULY?

If you live in The Hawthorns, Richmond Terrace or Winkworth House
You will not be able to stay beyond 9 July - If you need accommodation we can accommodate you in another Student House.

If you are live in 115 Queens Road - You will be able to extend your stay until 17 July

If you are live in Northwell House - You are able to extend your stay, however, you may have to move room, due to planned refurbishments

All other houses.... - You are free to extend your stay throughout the summer

What to do on/before departure

CLEAN!

Before leaving, thoroughly clean your

- bedroom
- shower/bathroom
- kitchen
- common room



Arrange with your flat/housemates who will be cleaning the various communal areas, particularly if you are leaving at different times.

A charge will be made for any extra cleaning if this is not done.

Dispose of ALL rubbish from your room in the main bins. Black plastic sacks are available from your cleaner. Before disposing of the sack tie it up securely.

MAIL

Make arrangements for your mail to be forwarded.
Post sent to the house will be returned to sender

PERSONAL PROPERTY

Remember to take all your stuff with you when you leave. Anything left behind will be disposed of.

- Electrical Items - legislation states that electric items may not be disposed of using normal rubbish streams. Please take all electrical items away from the house when you leave, or recycle. Electrical items must not be disposed of at any of the University facilities.
- Furniture – must be disposed of before departure, think about recycling!

BICYCLES

any left will be removed on Saturday July 30th and recycled.

RECYCLE & RE-USE

We work with local charities and other organisations to set up re-use schemes and to raise awareness amongst the student body.

There are a lot of good reasons for re-use. Think about it next time you want to get rid of something - somebody else might find it useful!

- Oxfam - boxes will be provided in all houses for clothes/shoes etc
- Kitchen items - there will be an area set aside in each house for CLEAN unwanted pots, pans, cutlery etc. which you are happy to pass on, free of charge, to other students who may be staying in the house over the summer. Any items that are not used will be passed on to local charities.
- [THE BIG GIVE](#)



The Big Give is a Student /University initiative where at the end of term students are encouraged to donate items they no longer need to charity rather than throwing them away. Items which can not be reused will aim to be recycled through the University waste contractors. Therefore sending minimal amounts of waste to landfill.

Donate to a local charity, resell via the internet or notice on a community board, paper or look for swap projects like freecycle & gumtree.

If you have a car, why not organise a visit to a central waste recycling point
[St. Philips Recycling centre or Avonmouth Recycling centre](#)

Help avoid a mass build up of rubbish. Start getting rid of rubbish in the weeks leading up to your departure

DEPOSITS

HOW DO I GET MY DEPOSIT BACK?

The amount of damage deposit to be returned to you will be paid directly into your bank account before the end of August. In order to receive funds in your bank account you must go to you Student Info page at

- <https://www.bris.ac.uk/studentinfo/bankDetails>

as soon as possible and enter your sort code and account number. Please be aware that failure to enter your bank details will severely delay the return of your deposit.

HOW LONG WILL IT TAKE TO GET DEPOSIT BACK?

- Once the end of term has passed we will gather lists of any deductions from the Senior Residents, this can take up to 2 weeks.
- This information is then passed onto the Fees Office, who process the returns to all University residents, this take about 6 weeks.
- If you have not had money returned by this time, please contact

FEES OFFICE TEL: 0117 9288645

We frequently get calls from parents during the summer asking where the deposit is. If you have put your account details down for the money to be returned to let them know!

SAMPLE DEPOSIT DEDUCTIONS

Charges will be made for additional cleaning, replacement furniture or equipment, removal of items as well as general damages. Examples of charges

Removal of electrical items	£50.00	Removal of furniture	£20.00
Replace Kettle	£30.00	Removal of Bike	£30.00
Clean Bedroom	£30.00	Clean En-Suite	£30.00
Complete Kitchen clean	£100.00	Removal of Excess Rubbish per bag	£5.00
Clean Oven	£30.00	Clean Fridge	£30.00
Replace Desk Chair	£85.00	Replace Kitchen Bin	£20.00
Redecorate a bedroom	£412.50	Repaint 1 Wall	£100.00
Replace toilet seat	£30.00	Replace Mirror (depending on size)	£38.75

CHECKLIST

- Let your Senior Resident know the date you are leaving
- Arrange a check out time with your senior residents
- Empty room bin and dispose of any other rubbish in your room
- Check wardrobe, drawers and under the bed for any items remaining
- Clear out kitchen cupboard and fridge and freezer of any items of food and belongings
- Remove belongings from communal areas including common rooms and laundry, don't forget the bathroom!
- Make arrangements for forwarding of mail
- Return any loaned items to the relevant department
- Lock windows and doors
- Swith everything off
- Return the keys to your Senior Resident.

If you don't return your keys when you leave,
we will keep charging you for the room!