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# Accommodation

## Moving out

Tips and information on moving out of a property in the private sector, and how to get your deposit back.

### Packing, Refuse and Recycling belongings

- Think about packing up well in advance, you don't want to leave it till the last minute and then get charged for not leaving the property on time
- Unless previously arranged don't leave any items or furniture of your own 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
- Donate unwanted items to charity.
- Alternatively, you could try selling unwanted stuff on Gumtree, see <http://www.gumtree.com/bristol>
- Bag remaining rubbish up securely and put it in the wheelie bin, you must be able to close the lid or it won't be taken away. If your rubbish doesn't fit in the bin then you'll need to take it to the tip or arrange bulky item removal. Up to 3 large items costs £25 to remove or 1 bin liner can be collected in place of 1 large item. You'll need to book this at least a week in advance through Bristol City Council, see [www.bristol.gov.uk/bins-recycling/bulky-household-item-collection](http://www.bristol.gov.uk/bins-recycling/bulky-household-item-collection)
- Try to put the rubbish out only on the day of collection

### Deposit

- Make sure you know which scheme is protecting your deposit, so you know who to contact if there is a dispute. If it hasn't been protected contact the Accommodation Office for advice straight away
- Once you've cleaned up and moved all your stuff out, take lots of dated photos to evidence 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 or extra rent
- Check whether your landlord requires you to do anything else
- See our deposits factsheet for more information  
<http://www.bristol.ac.uk/accommodation/media/docs/factsheets/deposits.pdf>

### Utilities

- Take meter readings as you leave and ring the gas/electricity/water boards to arrange final bills. Hopefully you will have arranged the deactivation of your internet and phone connections by now and also informed your contents insurance company of the move. Much of this can be done online.

### Standing orders

- Contact your bank and cancel your standing order for rent and any bills if that's how you pay

### Council Tax

- Let your local authority know that you've moved out and ensure to give a forwarding address. This is especially important if your course is about to end. You should check with your department what date your course ends. If it ends before the last day of your tenancy, which it very often will, you may incur a small Council Tax liability, so the local authority needs to know where to send your bill to avoid you incurring further costs.
- You can inform your local authority you are moving here:

- Bristol - <https://www.bristol.gov.uk/council-tax/tell-us-that-youre-moving-home>
- South Gloucestershire - <http://www.southglos.gov.uk/council-tax/council-tax-moving-house/>
- North Somerset – <https://www.n-somerset.gov.uk/my-services/council-tax/moving-home-or-changes-your-circumstances>

Don't forget to apply for exemption in your new place if you are still a full-time student

- Bristol – <https://www.bristol.gov.uk/council-tax/student-exemptions-and-discounts>
- South Gloucestershire – <http://www.southglos.gov.uk/council-tax/counciltax-discounts/council-tax-exemptions/>
- North Somerset - <https://www.n-somerset.gov.uk/my-services/council-tax/council-tax-discounts-exemptions-support/council-tax-discounts>

#### Post

- Talk to your landlord or the new tenants about whether they will send post on or keep it for you or whether you need to have it redirected through the Post Office. <https://www.royalmail.com/personal/receiving-mail/redirection>
- Let anyone who writes to you know your new address, e.g. the bank, TV licensing, the University, friends

#### Cleaning

When you move out, your property should be returned in at least the same condition that you originally found it in if you're to get your deposit back. If you get any professional cleaning done yourselves be sure to keep receipts to show the landlord/agent.

##### Ensure to:

- 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
- Consider getting carpets professionally cleaned if they've become very marked
- Gently clean marks on walls and use sugar-soap (available from hardware stores) to remove stains
- Replace any missing/faulty light bulbs
- Make sure all furniture/fittings are moved back to their original position

#### Kitchen

- Remove all food from cupboards and wipe the surfaces clean
- Make sure the grill, hob and oven are all clean
- Clean the microwave
- Empty and defrost fridge/freezer in advance and 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

- Clean the bath, toilet and sink, removing all lime scale
- Clean the shower curtain if there is one
- Remove all toiletries/magazines and empty the bin
- Clean the floor
- Clean the walls if they are mouldy

#### Garden

- If you are responsible for the garden, make sure it's tidied up and mown/weeded before you go

#### Last but not least – REVIEW your property

We recommend that all students leave a review of their property on the review site – Marks out of Tenancy, see [www.marksoutofTENANCY.com](http://www.marksoutofTENANCY.com). This will help next year's students to have an honest view of properties before they decide to rent them. You can really make a difference here so please do take 5 mins to write a review!

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**The University of Bristol Accommodation Office runs a housing advice service for students, if you have any problems with your private rented accommodation please contact us.**

**Due to Coronavirus our office on campus is closed but our services are available remotely. Please contact us by email and an adviser will get back to you: [accom-office@bris.ac.uk](mailto:accom-office@bris.ac.uk)**

*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.*