

move out checklist



there can be lots to think about when moving house so we've created a checklist of important tasks to consider during this time.

cleaning is probably the biggest and most time consuming task! many deposits are not returned in full due to the landlord/agent needing to arrange for a cleaner to visit to return the property to the same condition as it was on move in.

that's why we've created a separate checklist which focuses on cleaning and you can view it [here](#).

inventory

make sure you have a copy of your inventory as a reminder of the condition of the property when you moved in. you should leave the property in the same condition as when you moved in (minus fair wear and tear).

if you can't find a copy of your inventory, contact your landlord/agent to request another copy.



move out procedure

let your landlord/agent know when you intend to move out and ask them to confirm their specific move out procedure, including the return of your house keys.

if you and your housemates are all leaving the property, the final tenant to leave may wish to be present for the check out inspection.

it's a good idea to ask your landlord/agent to complete a pre-check out inspection to highlight any areas which will need attention before your move out.

waste and recycling

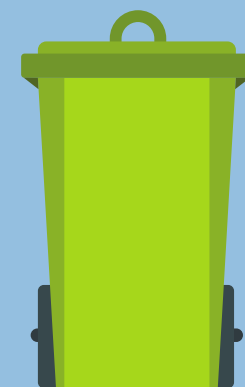
if you have rubbish or recycling in your bins and are moving out before your collection day, ensure that bins are left out so these can be emptied for the new tenants.

your landlord/agent may charge you if rubbish is left behind or for incorrect items being placed in bins. check whether an item can be placed in the bin [here](#).

excess rubbish should be taken to your [local recycling centre](#).

you can place [small electricals](#), [batteries](#) and [textiles](#) in a standard-sized carrier bag (no black bin liners) and put beside your bin by 6am on your collection day.

norwich city council also have a bulky item collection service. [click here](#) for further information.



donate unwanted items

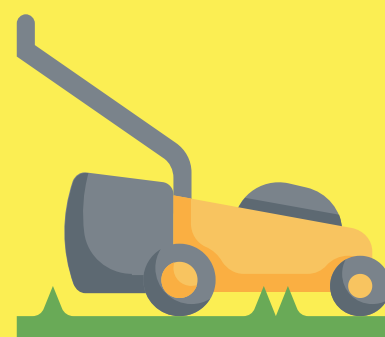
items which are in a good condition can be donated to your local charity shop or advertised on [freecycle](#).

donation boxes for the british heart foundation are also available across campus, including by dr. bike and in the village courtyard. accepted donations include clothing, handbags, shoes, books and homewares.

garden maintenance

clear the garden and outside areas of rubbish and remember to remove bikes and any other belongings from sheds or outbuildings.

make sure you leave enough time to cut the grass (if your tenancy agreement states you are responsible for this and you have been provided with the necessary tools to do so).

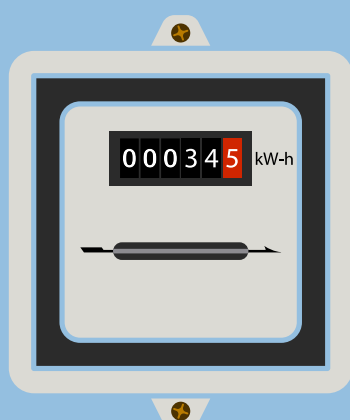


meter readings

the last tenant at the property should take final gas, electricity and water (if applicable) meter readings. contact your utility suppliers to let them know you have moved out and request a final bill.

give the supplier a forwarding address otherwise the final bill may be sent to the property.

some landlords/agents may ask for confirmation that all final bills have been paid before they arrange return of your damage deposit.



other tasks

- check in advance whether you are required to give notice to cancel your internet subscription or if this can be moved to a new property.
- set up a mail re-direction or make sure you've informed your bank (and others who contact you by letter) that you are moving and provide a forwarding address.
- if you pay your rent via standing order, check that this has been cancelled, otherwise the bank will continue to send rent to your landlord/agent.
- cancel (or transfer) your tv licence.
- provide a forwarding address to the landlord/agent.
- help other students make informed decisions about where they choose to live by leaving a review on [marks out of tenancy](#). you can review your landlord/agent, property and neighbourhood!