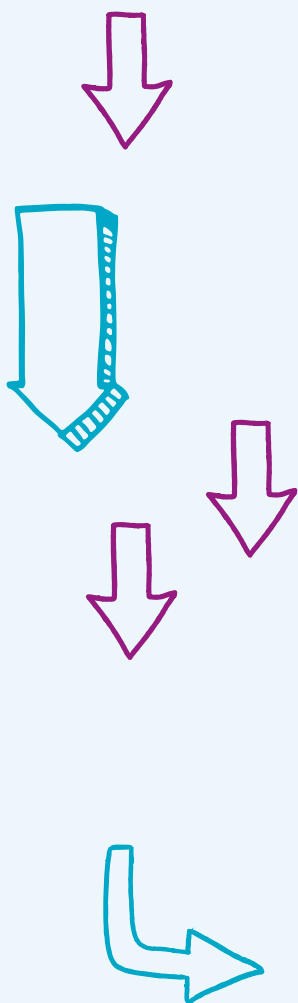




MOVING OUT

A checklist and guidance for what you need to do when you are leaving.



- Food should be removed from your kitchen and bedroom.
- You should ensure your study bedroom and communal areas are left clean, tidy and clear of all personal belongings.
- Check that all windows are closed, properly shut and all lights are switched off.
- You should lock your room, advise the Accommodation Office that you have vacated your room and hand in your room key. If you do not return your keys on the day of departure you may be liable for the cost of replacement keys.
- Moving out day is your last opportunity to report any damage in your room or communal areas.
- The Accommodation Team will carry out an inspection of your room and communal areas after you leave.
- Any unreported damage, additional cleaning charges, or unpaid fines may be deducted from your deposit. Please note it may take up to six weeks to refund your deposit balance.



Leaving your accommodation early

If you wish to leave accommodation early (before the end of your contract) you must give two weeks written notice to the Accommodation Manager. This can be done by e-mail.



Lost and found Left belongings

Anything lost or found should be reported to the Accommodation Office. Personal items found during the final room inspection will be stored in a safe or secure area for a period of 14 days. After this period the items will be passed to a local charity.