## Moving out Checklist

* Clean the property, empty bins, and return the property to the state in which you found it when you moved in (take pictures for your own records)
* If you are in a shared property, take time to plan how these end of tenancy duties will be divided between tenants. All areas of the property should be cleaned, including communal areas. It is not appropriate to only clean your bedroom, for example.
* Take meter readings and ensure you have paid any outstanding bills and balances. You may find yourself eligible for fines and charges to reclaim late payments if you fail to do so. If you are unsure, make an appointment with one of our Advisors.
* Update your change of details with utility providers, including leaving a forwarding address. Make sure you have up to date contact and forwarding details for your housemates.
* Take pictures of the property to demonstrate the condition of the property when you moved out and review the inventory.
* Identify any damage to the property and ensure that this is reported to the landlord in accordance with the contract. It is better to do this up front, instead of waiting for deductions from your deposit.
* Review your contract/tenancy agreement for any obligations you may have for the end of tenancy; this may include cleaning the property or specify arrangements for the return of keys.
* Lock your room and make sure you return key, don't leave it to other tenants.
* Remember to return your keys and check you understand the process and timescale for the return of your deposit. You should expect your deposit returned after the end of the tenancy not when you move out if you leave early.

Your landlord is entitled to recover any costs they incur by having to return the property to an appropriate condition. This could be taken from your deposit, but you may be taken to court to recover outstanding costs. If you want to check before you leave, invite your landlord to undertake an inspection.

*Disclaimer*

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