

# Moving Out Day

- Collect and provide all final meter readings, and take photographs of them as evidence.
- Do the final sweep of cleaning, vacuum all floors in communal spaces and individual rooms.
- Clean all surfaces, including paintwork, windows and window sills.
- Hang curtains properly on their hooks/rails.
- Switch-off, empty and defrost the fridge/freezer. Clean all shelves, leaving the door open
- Ensure all personal possessions have been removed from the property.
- Return all furniture to their correct positions, according to the inventory.
- Remove all final rubbish from the property.
- **Once all the above have been done, take pictures of absolutely everything to record the condition you are leaving the property in, including any garden areas!**
- Follow the landlord's or agent's procedure for check-out.
- Return your keys.



## Getting your deposit back

- Email the landlord/agent as soon as possible after moving out and ask for the return of your deposit within 10 working days.
- If the amount is disputed, seek immediate help from the SU Advice Centre.
- Keeping hold of all the images you took at the start and end of your tenancy is vital to getting your deposit back.