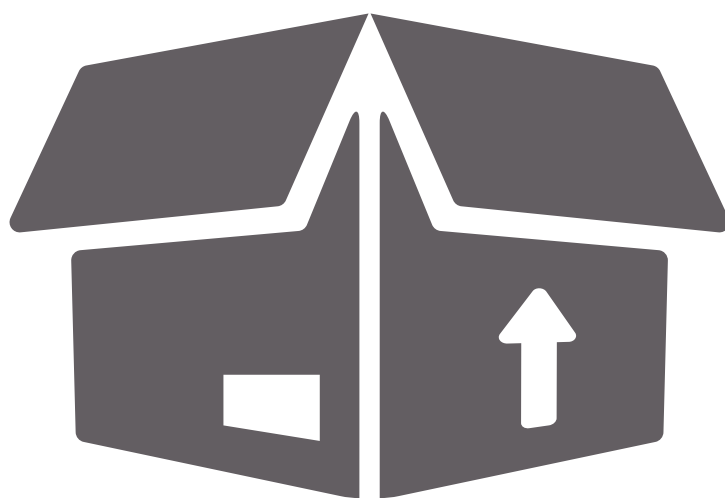


warwick



ADVICE  
CENTRE



# **Moving Out Without Losing Out Checklist**

## Step 1:

Decide and confirm move out date.

## Step 2:

Ensure all relevant people are made aware of this date - e.g. your Landlord, family, friends, flatmates, colleagues, personal tutor.



# 8 Weeks to Move Out

- Contact your Wi-Fi, gas, electricity and water companies to find out how far in advance you must cancel your contracts. This can sometimes be one month in advance to avoid being charged.
- If using a storage or removal company, select and book them well in advance. See [warwicksu.com/movingout/#companies](https://warwicksu.com/movingout/#companies) for details.
- Let your current employer know when you will be moving and when you will be unavailable for your final shifts.
- Decide if you want to sell anything before moving out, and get the items listed online! Find some common places to sell your stuff at [warwicksu.com/movingout/#sell](https://warwicksu.com/movingout/#sell)
- If you are travelling by train, plane or another form of public transport, book early to save yourself some money.
- If it's your final year at Warwick, make yourself a Bucket List of final University experiences you hope to fulfil, or places you've always wanted to visit!

# 6 Weeks to Move Out

- Start to ask friends if they're interested in any of your clothes or other items you're willing to give away. They also need to plan their packing, so don't leave this too late!
- Note down your final rubbish and recycling collection dates in relation to your move-out date. Find out more about what can and can't go in your bins, and when they're collected at [warwicksu.com/movingout/#bins](https://warwicksu.com/movingout/#bins)
- Ensure you have a copy of your property's inventory.
- Create a list of your friends' moving-out dates, particularly if you're graduating - make time to see them before they head off, and keep ticking items off that end-of-year Bucket List!
- Make a pledge to send as little as possible to landfill when you move out. Check out [warwicksu.com/movingout](https://warwicksu.com/movingout) to help you find alternatives!



# 4 Weeks to Move Out

- Begin to divide your room into items you want to keep and those you wish to donate, give away or otherwise dispose of. Find out how to reduce what goes to landfill at: [www.warwicksu.com/movingout](http://www.warwicksu.com/movingout)
- Keep your final rubbish and recycling collection dates in mind and plan your packing accordingly.
- Cancel all contracts which need a month's notice, such as your Wi-Fi, gas, electricity and/or water.
- Reconfirm your moving-out date with all parties concerned, particularly with any removal or storage companies.
- Getting rid of a piece of furniture? Ring British Heart Foundation to see if they can collect, or arrange a collection from your local council. Check out [warwicksu.com/movingout/#furniture](http://warwicksu.com/movingout/#furniture) for how.
- Replace any large items, such as furniture, which have either been damaged or gone missing.



# 3 Weeks to Move Out

- Create meal plans and shopping lists which ensure you cut down on as much food wastage as possible. Don't forget everything that's been hidden in your freezer! Check out **#LoveFoodHateWaste** leftover recipes at [lovefoodhatewaste.com](https://lovefoodhatewaste.com)
- Check the weather to find a sunny day and clear your garden of any rubbish, weeds, overgrown plants etc. The garden is often your responsibility and will impact on your deposit!
- Tackle any unruly stains on carpets, or paint over large marks on the walls.
- There are British Heart Foundation clothing bins all around campus for your old clothes – check out the map online at [warwicksu.com/movingout/#BHFbins](https://warwicksu.com/movingout/#BHFbins)
- Divide up the final house cleaning rota, particularly if your flatmates are leaving before you.
- Start to collect recycled cardboard boxes from nearby supermarkets or shops to help with packing.



# 2 Weeks to Move Out

- Be sure not to miss your final rubbish and recycling collection day. Find out more about what can and can't go in your bins, and when they're collected at [warwicksu.com/movingout/#bins](https://warwicksu.com/movingout/#bins)
- Collect all the items you're willing to donate and take them to nearby charity shops or donation points. Check out our list of local charity shops, where to find them and what they accept at [warwicksu.com/movingout/#donate](https://warwicksu.com/movingout/#donate)
- Take all items that are too large for rubbish bins to the local tip. Always donate or recycle first if possible!
- Pack away all items that you will no longer need throughout the final two weeks. Label all boxes clearly, and pack logically to help with the unpacking process.
- Redirect your mail and cancel subscriptions to your address. Ensure any online purchases will arrive on time, or have them redirected to a different address.
- Getting rid of household items that another student could make use of next year? Find out how to donate it at [warwicksu.com/#studentdonate](https://warwicksu.com/#studentdonate)
- Donate any clothes to the SU's clothing Swap Shop, taking place in week 9. Find out more at [warwicksu.com/movingout/#swapshop](https://warwicksu.com/movingout/#swapshop)



# 1 Week to Move Out

- Pack up anything remaining in your room, leaving only one box of items you will need up to move-out day. Pack up all kitchen items besides the essentials, too!
- Donate all non-perishable food to a local foodbank, and reduce food waste by planning your last few meals. Find out how at [warwicksu.com/movingout/#food](https://warwicksu.com/movingout/#food)
- Begin the full house clean, dedicating a few hours each day to different rooms. You can start with our sample checklist at [warwicksu.com/movingout/#cleaning](https://warwicksu.com/movingout/#cleaning)
- Remove all posters & blu-tack/pins from the walls & clean as appropriate.
- Clean the kitchen: cooker, oven, fridge/freezer, cupboards.
- Clean the bathroom: toilet, sink, bath/shower.
- Stick to that pledge to send as little as possible to landfill when you move out this year. Check out [warwicksu.com/movingout](https://warwicksu.com/movingout) to find out how to donate whatever you have left!
- Finish off that end-of-year Bucket List and say your goodbyes to friends!
- For moving-out day, pack a bag of essentials for yourself (phone charger, clean clothes, towel, toiletries)



# 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.