

Moving Out 2020

We are fast approaching the end of the tenancy and wish to remind you of your obligations before moving out of your property. This includes ensuring the property is clean and free from damages (subject to wear and tear) and in order everywhere prior to your locking up for the final time. We want to return your full deposits to you, so please follow the below advice to ensure this happens. Please also find a handy checklist overleaf. By not carrying out the following, you may be at risk of incurring charges and therefore deductions from your deposit.

Returning Your Keys

Please find enclosed key label, key receipt, and a plastic bag; there is a set for each tenant. You must put the keys onto the key ring that your keys were issued with at the start of the tenancy, securely attach the label provided and **complete the information required on the key label and the plastic bag, before returning to the office**. The completed key label must be stamped by the machine (situated in the office), put into the plastic bag provided, sealed and placed in to the appropriate box in the office. You must also stamp your receipt and retain this for your records.

You must return all your keys BEFORE 12 noon on Tuesday 30th June 2020 as per your Tenancy Agreement.

Keys can be returned by post, as long as they are recorded/signed delivery. You will need to advise who the keys are for. Do not put the address. You also need to follow this up with an email, so we know to expect them. Any missing keys will be treated as a lock change.

For any keys handed in late – after 5pm on 30th June or for any keys not returned - a full lock change will be necessary, for this a charge of £200.00 per property will be made. Tenants are due to move in the next day at midday and we need to ensure the property is secure.

*** Please consider there will be queues for handing in keys on the day so allow time for this, along with social distancing. We strongly recommend you arrive early. Last year many people queued for 1 Hour ***

When you hand your keys in you must obtain a receipt, this may be required as evidence in the future.

End of Tenancy Cleaning

If it is necessary for cleaners to attend the property once you have vacated, please be aware in advance that cleaning charges are from £20.00 per cleaner, per hour, including materials (For example 1 hour x 4 cleaners = 4 hours cleaning time, this could be £80.00 minimum)

We believe you should now be fully aware of the above obligations and trust you will honour the requirements to ensure transfers are satisfactory but if you require any further clarification please don't hesitate to get in touch with us.

Meanwhile, in anticipation, we thank you for your co-operation over the last academic year, and wish you all the best for the future.

Requirements Checklist:

- Maintenance** – Should there be any maintenance issues requiring post tenancy action, this may result in delaying deposit returns so it is important you make every effort to report any of these immediately via our **online maintenance system**.
- All personal items must be removed** completely from the property including items in the cellar. We recommend to start your disposal of unwanted items now as there will inevitably be more than you realised and eventual clearing will become your major problem. Items such as cleaning products must also be removed, although you think this may be useful to the new tenants, most ask for these to be removed.
- All rubbish must be placed in the outside bins** provided by Leeds City Council. If it does not fit inside the bin, then it should be taken to a local refuse site (not placed in bags beside the bin); the closest site is situated on Meanwood Road. If you call the council on 0113 222 4406 you can get any old furniture removed from bin yards and gardens for free. If any rubbish is not disposed of correctly by midday on the 30th June and we have to clear it away, then **you will be charged a minimum of £100** for this due to fines levied by Leeds City Council.
- External area of the property should be swept and tidied** ensuring all litter is properly bagged and put in the council bins.
- It is illegal to leave bins on the street** and the council's Environmental Action Team are beginning to issue fines for this. Please put your bin out the night before collection and bring it in as soon after it's been emptied as possible. If you move out before bin day, then call 0113 380 1329 and arrange for a 'Leave Leeds Tidy' warden to put it out and bring it back in after.
- All furniture needs to be placed back into the correct rooms.** Any other furniture left which does not come with the property may incur a charge for removal.
- All rooms are to be cleaned thoroughly**, bedrooms, common use rooms, halls, staircases, kitchens. Including skirting boards, and areas under beds, sofas, chairs, etc. The insides of the windows also need to be cleaned.
- All wall posters, calendars, photos etc. must be removed** leaving no marks from drawing pins, tape, or Blue Tac.
- Cookers need to be degreased and thoroughly cleaned**, including underneath. You can buy special oven cleaning kits from most retailers, which will take the hard work out for you.
- Fridges and freezers need to be completely emptied**, defrosted, cleaned, and left **switched off** for incoming tenants' immediate use (Doors should also be left open as these will start to smell).
- Bathrooms need to be cleaned** with appropriate detergents, ensuring discoloured areas and marks have been removed. Special sprays can be purchased for mildew - we highly recommend the use of these. It is recommended that sanitary-ware is left with detergent in toilets and surfaces disinfected before vacating the property.
- All electric lights should be left operational with lamps (bulbs) fitted.**
- Smoke alarms** - On no account must there be batteries removed from detectors. Replacements must be fitted immediately where required.
- Curtains and blinds must be hung correctly**, if you have had your own curtains during the tenancy and are taking them with you, the original curtains need to be put back.
- Remember to take your final meter readings** for your gas, electric, and water (if applicable) and pass these to your supplier. **All Bills need to be settled and paid to the appropriate bodies e.g. Gas/ Electricity/Water/Council tax (we will require proof that the bills are paid up to the 30th June 2020 and in full before any deposits are returned).** If you are exempt from paying council tax you must provide evidence of this from Leeds City Council. If you are a student you will be exempt but must obtain an exemption notice from Leeds City Council as proof. If the council will not provide this, we will accept your student certificate from your University (one per tenant). You are responsible for your bills for the duration of the tenancy, not just up until the day you moved out.
- If you have set up your own telephone or broadband** arrange to have the account closed or moved to your new address. Some suppliers request a return of the router, so you must take this with you.
- Your rent must also be paid up in full.**
- Arrange to redirect your mail** with Royal Mail as we will be unable to forward any mail on to you after you have moved out.
- You must provide us with a **"stamped addressed envelope"** with your name and the required destination of your deposit (cheque) to be returned to. Please provide this when you return your keys to us.
- When you leave the property for the final time**, you must leave your bedroom unlocked and the name of the occupant on a piece of paper on the bed. The house must be left secure using Yale/mortice and grill locks where applicable and the burglar alarm set.