

# The Falmouth & Exeter Students' Union Advice Service

Moving Out Checklist

Book an appointment,  
get in touch with us:

 01326 255861

 [www.thesu.org.uk/advice](http://www.thesu.org.uk/advice)

 [advice@thesu.org.uk](mailto:advice@thesu.org.uk)

 **THE** FALMOUTH & EXETER  
**STUDENTS' UNION**

# Tenancy Agreement & Key Return

Check your tenancy agreement carefully to see if the landlord has included an end of tenancy procedure and, if so, make sure you follow it. Arrange a time to return your keys.

## Cleaning

Most contracts will state that, save for 'wear and tear', the property must be returned or left in the same condition it was let in. Take care (and leave sufficient time) to clean the whole of the property thoroughly before you leave. When you move out, take all of your possessions with you and don't leave anything behind in the property.

## Deposits

Your deposit should be protected and kept in a tenancy deposit scheme. You should discuss the return of your deposit with your landlord/agent and agree on the amount that will be returned.

## Bills/Contracts

If you pay for your bills separately, contact the utility companies to ensure these are all paid in full. Set a date for moving out and inform these companies so that your name will be removed from the bills for the property. To ensure you only pay for what you have used, take final meter readings – if you don't know where the meters are, ask your landlord.

## Rubbish

Remove any rubbish from the property, including any items of food. Failing to do this could stop you from receiving your full deposit, and you may be charged for cleaners to remove rubbish.

## Mail

If you have mail that comes through to your property, you can contact Royal Mail to have this redirected to your new property or another address. This is particularly important for confidential items.

## TV Licence

If you have purchased a TV licence you can get a refund for the summer months. For further information and to arrange a refund, visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk) or call 0300 790611

## Looking for somewhere to live next year?

Falmouth and Penryn are very popular towns for students to live in. If you've found a flat or house and want some advice on the tenancy agreement, you should make an appointment to see one of SU's Advisers.

## Contact Us

Email: [advice@thesu.org.uk](mailto:advice@thesu.org.uk)

Phone: 01326 255861