



THE UNIVERSITY *of* EDINBURGH

Accommodation, Catering and Events

Moving Out Information

Includes

- Schedule of tasks to help you plan and prepare
- Guidance on how to avoid additional charges
- Important key return information



MOVING OUT INFORMATION

TOPIC	DAYS BEFORE YOU LEAVE	IMPORTANT DETAILS
Confirmation Of Final Inspection Date	Do this now!	<ul style="list-style-type: none"> • Please take careful note of the date on the Notice to leave documentation which has been emailed to you. • Your Final Inspection will take place from 8.30am on the last day of your tenancy. Due to the number of inspections we cannot give you a specific time so please be fully packed up and have the property fully cleaned and vacated by 10am. • If you are planning to leave before your lease end date, please speak to staff at your site reception/ office or via Accommodation Support Form (office.com) as soon as possible as it may be possible to bring forward the date of your inspection.
Report Any Maintenance Issues	Do this now!	<ul style="list-style-type: none"> • Report any repairs in the usual way via “Repairs” button on MyEd, provider’s app or to the site reception/office. Please do not wait for the Final Inspection to take place.
Post/Mail	21 Days	<ul style="list-style-type: none"> • Collect and complete a post redirection form from either the Post Office or the website below: www.royalmail.com/personal/receiving-mail/redirection?PSID=Google&cid=RD0115_PPC_SM_13 • We are unable to redirect your mail and any post received after you leave. It will be returned to the sender.
Cleaning Equipment	14 Days	<ul style="list-style-type: none"> • Check all cleaning equipment provided is in working order, including mop and vacuum cleaner. • If replacement items or repairs are required please contact your site reception/office using Accommodation Support Form (office.com) • Failure to clean the property due to faulty equipment will be chargeable to you.

Inventory	14 Days	<ul style="list-style-type: none"> • Please ensure that all items are present and located as per the inventory, charges will be applied for items found in the wrong location, missing or damaged. • Any item which cannot be found at the time of the Final Inventory inspection will be noted as missing and the appropriate replacement charge will be applied to all tenants (communal items) or individual tenant (bedroom items). • No items are to be left in the property other than those listed on the inventory. • You must ensure that any items of furniture and equipment that you have brought in e.g. furniture, televisions, etc. are removed from the flat prior to the Final Inspection. • Do not leave items in bin stores, stairwells or in the property. • The Council can uplift bulky items for a cost, you can find more information here: www.edinburgh.gov.uk/info/20001/bins_and_recycling/255/request_a_collection_of_bulky_waste_items or contact on 0131 529 3030 or email special.uplifts@edinburgh.gov.uk • We recommend you donate unwanted items to charity or recycle them where appropriate. • Charges will be made for removal of any items not listed on your inventory and costs for removal of non-inventory items/excessive rubbish left in flats will be split amongst all tenants of the property. Please see charges sheet.
Clean Your Room & Shared Areas	Within final 7 days	<ul style="list-style-type: none"> • We expect to find your property in a clean condition at the final inspection. • You will be liable for cleaning charges if your room and any shared areas are found in an unsatisfactory condition at the final inspection. • If you live in one of our flats, work out a rota, agreeing who will be responsible for particular areas in your flat as it is unfair to leave this to one person. If you are leaving earlier than other tenants, it is still your responsibility and you will be equally charged if your flat is found in an unsatisfactory condition at the final inspection. • If you are short of time or cannot agree who will do what it would be worth arranging professional cleaners in order to ensure the property is cleaned thoroughly. This can save a lot of time and it helps avoid cleaning charges being applied to your account. • Leave enough time for cleaning, areas like kitchens and bathrooms will take much longer than you expect. • Please use the comprehensive cleaning checklist provided to ensure you have cleaned all areas. • Please note any costs incurred by Accommodation, Catering and Events to bring the property up to the required standard of cleanliness will be charged to all tenants in the flat.
Damage & charges	Within final 7 days	<ul style="list-style-type: none"> • Please let us know if you are aware of any damage to your room or other areas of the property that may result in additional charges, please contact staff at the site reception/office. • Charges may be made to cover any costs associated with returning your room/flat to the condition it was in when you arrived, for example, specialist carpet cleaning, repairing any damage, rubbish removal, furniture repairs and re-decoration. • For information regarding the standard charges incurred for replacing items or repairing damages, please refer to the enclosed Charges Sheet document. If you are aware of any damages or other circumstances that may result in additional charges, please contact staff at the site office.

Change of address	Within final 7 days	<ul style="list-style-type: none"> Remember to update your address details with your bank, Doctors surgery, University Departments and other important contacts This will assist you next year when making medical appointments or communicating with University's administrative departments.
Fridge, Freezers And Cupboards	Within final 7 days	<ul style="list-style-type: none"> Remove all food from fridges, freezers and cupboards, do not leave anything behind as this will result in charges for removal. If your freezer drawers are stuck closed due to ice, you will need to defrost your freezer before you move out. Do not allow the freezer to defrost over the floor, use a bucket or towels to absorb the water. Check hall cupboards for belongings which you may have been storing there, please do not leave items behind.
Donate	Within final 7 days	<ul style="list-style-type: none"> Help the environment by first thinking about taking your personal belongings home with you and using them again, including bedding and kitchenware. However, if you have items that you no longer need and want to donate to a better home, there are many local charity shops in Edinburgh which can help. <p>Click the link below to find out what charity shops are closest to you: Edinburgh Charity Shops (edinburghonline.co.uk)</p> <ul style="list-style-type: none"> We also work with the British Heart foundation and other local charities and have donation points on site, please check posters for information on items that can be donated. We also have food donation bins where you can donate any unopened non-perishable goods to Edinburgh Foodbanks. We cannot accept any open food items. We ask that when you are doing your final food shop you only buy what you will use. Please do not leave any unwanted food in your kitchen.
Duvet & Pillows	Within final 7 days	<ul style="list-style-type: none"> Please take these home with you where possible. All unwanted duvets and pillows should be put in a clear bag and left at the donation points on site, look out for location posters.
Rubbish & Recycling	Within final 7 days	<ul style="list-style-type: none"> Please remove all rubbish & recycling from your bedroom and any shared areas to your designated bins storage areas. Rubbish & recycling not removed will be charge at £10 per bag
Bicycle removal	Within final 7 days	<ul style="list-style-type: none"> Bikes need to go home too. Please make sure these are removed from site by your lease end date or consider donating to charity
Remove All your belongings	Move Out Day	<ul style="list-style-type: none"> Please remove all your personal belongings from your room/flat and communal areas. Remember to check drawers, cupboards under bed storage, pantries, kitchens, drying rooms, laundry or other storage or communal areas. Items not removed will be charge at £10 per bag

Keys	Move Out Day	<ul style="list-style-type: none">• EXTREMELY IMPORTANT• All keys, including mail box keys if issued, access fobs & cards must be returned on the day of departure• Please return your keys to your site office in person or designated site key return/mail box.• If you are unsure where to return your keys please check the list of Key drop off locations or contact site staff at the office /reception or using Accommodation Support Form (office.com)• Please place your keys in an envelope, indicating your name and room number. We can supply you with an envelope for this purpose – ask at the site office/reception.• It is very expensive for you to forget to return your keys or to return them to the wrong place. Any key not returned means that we may have to change the lock and order new keys <u>at your expense</u>.• Do not leave your keys anywhere other than the key return location• NEVER leave keys with a friend or flatmate. They are your responsibility and any losses will be charged to you.
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