

YOUR MOVING IN AND OUT



Whether you are moving in or out of a property in the near future, preparation is the key to a stress free move. This guide offers practical advice on making sure you have all the bases covered and avoid the pitfalls.

MOVING OUT

As long as you find out what you need to do it can be really simple and pain free. So read this guide and pick up a copy of our deposit leaflet, available from any of our branches, including many of the support service outlets at your institution and Students' Union. If you are renting from your university, college or a larger owner, they may have provided a tenants' handbook when you moved in or information on what you need to do when you move out. This is likely to include a list of charges you may incur if you have damaged anything.

MOVING IN ON THE 1ST JULY

If you plan to move in on the 1st July, many landlords and agents will have lots of properties changing tenants so problems may take a little longer to fix.

MOVING IN

Moving into your new home is an exciting time, giving you independence and the freedom of living in your own space. However, this comes with more responsibilities and important things to do when you first move in. So to make sure you enjoy the experience to the full, do a little forward planning and bring down those stress levels.

BRINGING YOUR CAR?

If you want to have a car in Leeds you should check to see if you need a permit. You can organise this before you move in by getting an application form from the Leeds City Council website: www.leeds.gov.uk/parking

READ ON FOR:

- Cleaning Advice (it takes longer than you think)
- Moving in and out (the bits you REALLY need to know)
- Your contractual obligations (the small print)
- Security advice (moving in and going off for the summer?)
- Moving out checklist

DID YOU KNOW?

Cleaning the kitchen and bathroom is over 50% of the task of cleaning the whole property, so concentrating on cleaning your own room is not enough.

MOVING OUT

HELP! I'M NOT SURE WHAT'S EXPECTED

Why not ask your landlord/ agent to do an inspection to point out anything you should do to return the property in an acceptable condition?

CLEANING

If you are renting a shared property you are all jointly responsible for its condition when you move out, although the degree of joint liability can vary depending on the type of tenancy agreement you've signed. As a rule of thumb communal areas will almost always be the responsibility of everyone. Remember all the landlord/agent wants is a property returned in an acceptably clean condition to hand over to the new tenants moving in.

- Work out in advance how you will clean the property and divide up the tasks for the communal areas. That is the kitchen, bathroom, lounge, corridors, stairs and any outside space and cellar area.
- It is a good idea to talk to your house mates now and try to agree a day to get together to clean up, before everyone starts disappearing after exams
- Use the checklist on the back page to keep you on track.

BATHROOM

Not cleaning the toilet or the bathroom suite can cost £50 - £100. This is the time it can take for professional cleaners to clean the area properly.

OVEN AND GRILL

It can take a lot of cleaning to do this properly. This again could take two visits for cleaning fluid to be left overnight and can cost in excess of £95

WHAT IF NO ONE WILL CLEAN UP?

Not cleaning the house because no one else will is not an acceptable reason: you will all end up losing some or all of your deposits.



UTILITY BILLS

The landlord/agent may keep your deposit until you provide written proof that all the outstanding utility bills are paid. This may include providing an exemption letter for your council tax bill, if required this should be detailed in your contract. If in doubt always go back to your contract as this will detail what is expected of you and what you can expect from your landlord.

YOUR FINAL BILL

- A few weeks before you move out, contact the utility companies and let them know that you will be closing the account soon.
- On the final day take your meter readings, inform the companies to close your account and give them a forwarding address to send the bill.
- Keep a record of the meter readings.
- Once paid make sure you send proof to the landlord/agent.

MOVING IN

MOVING IN DAY

CHECK YOUR NEW PROPERTY thoroughly. Although your landlord will try and have your property ready on the first day of your contract - clean and in a good state of repair - it is not always possible. The previous tenants may have only moved out the day before, not cleaned properly and left repair works to be done.

- **TAKE PHOTOS**, including any wear and tear damage so you have proof of its condition from the outset.
- If your property does need some repair or cleaning inform your landlord immediately in writing (emails are fine) as well as by phone.
- Ask for a date by which the work should be completed, keep in touch and let your landlord know if the works are not done on time.



MOVING DAY

Don't leave the car or house open and unattended while you move your possessions in as this is a prime time for opportunist thieves to steal your valuables!

NOT SURE WHO THE CURRENT SUPPLIERS ARE?

Who supplies my gas?
Transco 0870 608 1524

Who supplies my electricity?
Yorkshire Electric Distribution
0845 330 0889

HELP IS AT HAND

BILLS NOT INCLUSIVE

You've moved in and you've informed your landlord/agent of any immediate works needed, so relax. However in the first few days there are a few things you should do and top of the list is to take meter readings for your gas and electric supply. Check with your landlord whether your water is on a meter.

My gas meter reading _____

My electricity meter reading _____

STILL HAVING PROBLEMS?

Don't forget Unipol and your Student Union are here to help and can offer free advice. So if you run in to problems contact us.

...AND ANOTHER THING

IS THERE ANYTHING ELSE I SHOULD KNOW ABOUT UTILITIES IF I AM PAYING?

When you register your details try to register all the names so that no one has to take individual responsibility.

Make sure you can find the stop taps for your gas, water and electricity supplies. Ask your landlord/agent if you can't find them

I WANT TO DECORATE

Stop! Before you get your paint brushes out check your contract and if in doubt contact your landlord/agent.

Most owners don't allow tenants to decorate, put up shelves, put nails in walls and sometimes don't allow Blu-Tack so ask.

I NEED MORE STORAGE SPACE

Although your contract and/or inventory (if supplied) will detail the furniture provided you can still request additional and many landlords are happy to talk through your requirements. The Unipol Code details the furniture and white goods that should be provided as a minimum.

YOUR RESPONSIBILITIES AS A TENANT

When renting a property, did you know that you have certain responsibilities? There's a common misconception that the landlord is responsible for everything to do with maintaining the house, but this is not always the case. Your tenancy agreement will detail what you need to take care of, so make sure you read it fully. Here are some of the most common tenant responsibilities:

CONDITION OF THE PROPERTY

It's generally accepted that there will be some 'fair wear and tear' during your stay. Over time, walls will need re-decorating, carpets replacing and things may break even if they are being used correctly. However if you damage something through using it inappropriately, your landlord is entitled to charge you the cost of putting it back to its original state.

REPORTING REPAIRS

Mind reading is not a pre-requisite to being a landlord. If something needs repairing in your property, send your landlord an email or put it in writing. Your landlord does not have to take action unless they receive proper notice that repairs are needed. In most tenancy agreements you have a contractual obligation to inform the landlord about any repairs that they are responsible for and failure to do so can be costly.

ALLOWING ACCESS

If your landlord provides 24 hours written notice they can enter the house/flat for the purposes of repairs or looking at the condition of the property.

BLOCKED DRAINS OR TOILETS

If your drains become blocked with food, hair or other substances, you may have to pay to have them unblocked. The best option is to try to unblock them using a sink unblocking solution bought from the supermarket. If your landlord has to arrange this the costs will likely fall to you.

MAINTAINING THE GARDEN

Some landlords will stipulate in their agreements that tenants maintain the garden. They don't need to provide you with the tools to do this, but you could request that they do. If it's your contractual responsibility, your landlord may charge you for putting the garden back into good condition.

CHECKLIST

KITCHEN

- The cooker, grill and all its attachments are clean
- The fridge freezer is fully emptied, cleaned and doors left open and switched off
- All cupboards emptied and cleaned (including fronts)
- Floor covering cleaned

LOUNGE AND COMMUNAL HALLWAYS

- All carpets vacuumed and stains cleaned up
- Personal possessions fully removed
- All posters and Blu-Tack taken down from walls
- All furniture that was present at the start has been returned
- Paint work and window sills wiped
- Furniture polished and empty
- Empty and clean out the vacuum cleaner
- Make sure light bulbs are in each room and working

BATHROOM

- The toilet, sink and bath have been cleaned
- Flooring cleaned and mirror
- All toiletries removed and bins emptied

BEDROOM

- Carpets are vacuumed
- Furniture in correct place and wiped down
- Personal items removed
- Bin emptied

METER READINGS

Gas: _____

Electric: _____

Any repairs needed? (Moving in only)

1. _____

2. _____

3. _____

Date reported to your landlord: _____

SECURITY DURING THE SUMMER

Many students leave their term-time house empty over the summer; if you are one of these students, check out the tips below:

- Keep your doors and windows locked and close your gate
- Don't leave cash and valuables on display, keep them hidden from view from the window or through the letterbox
- Leave a light or radio on to give the impression someone is in – consider using a timer switch
- Take your valuables home and make sure the house is fully

- secured with the burglar alarm set and inform your landlord
- Inform the post office to keep hold of any mail for you and pick it up on your return, a build up of mail is a sure sign that no one is home.

FOR FURTHER ADVICE OR INFORMATION:

PC Matt Guy, University of Leeds Safer Universities Office,
07921 282173 or matthew.guy@westyorkshire.pnn.police.uk

PC Mark Fox, Student Liaison Officer for Leeds Beckett,
07872 358458 or mark.fox@leedsbeckett.ac.uk



HOWARD MILNER (Inspector for Hyde Park & Woodhouse NPT)

says: 'Place notices at the front and rear windows of the premises stating 'all property has been marked / recorded for tracing purposes' and display the "Immobilise" window stickers which cost just 20p. To order these email support@immobilise.com'.