**BEFORE YOU GO ………..**

**YOUR PERSONAL CHECKLIST**

1. **MAIL REDIRECTION**
   - This service is available at any post office or online at www.royalmail.com and must be done at least five working days before the end of your tenancy.

2. **STUDY BEDROOM**
   - Ensure the floor is clean and the carpet vacuumed.
   - Wipe down all surfaces including desk, bookcase and wardrobe.
   - Remove all posters and stickers from notice board, walls and ceiling.
   - * Remove all personal belongings.
   - Remove all rubbish and empty bin.

3. **WASH ROOM FACILITIES OR EN-SUITE**
   - Clean washbasin (inside and out).
   - Clean toilet (inside and out).
   - Clean Shower tray/cubicle.
   - Wipe down surfaces using a bathroom cleaner.
   - Remove all personal belongings*.
   - Remove all rubbish and empty bin.

4. **COMMUNAL AREAS**
   - Remove all posters and stickers from notice board, walls and ceiling.
   - Empty kitchen cupboards and clean (inside and out).
   - Wipe down all surfaces including worktops and coffee table.
   - Clean microwave (inside and out).
   - Remove your food from the fridge and freezer. Where appropriate (if you do not share a fridge or freezer or you are the last resident to vacate the flat) defrost the fridge and freezer and clean (inside and out).
   - Remove grease and clean the cooker/oven including the grill pan, oven shelves, oven door, hob and rings (you will need to purchase a specialist oven cleaner to achieve a satisfactory result).
   - Vacuum the floor surfaces.
   - Remove all personal belongings*.
   - Remove all rubbish and empty bin.

5. **RETURNING KEYS**
   - Close windows, lock your study bedroom door and return all keys (including bicycle shed where applicable) to Reception. If you have lost keys you must report this to Reception, before you leave, otherwise you will be charged for a lock change (approximately £400). Key envelopes are available from Reception for residents departing when Reception is closed. This will enable you to post your keys through Reception’s letterbox before you leave.

* If you don’t want to pack them it’s your responsibility to sack them and take to a Charity Shop or contact Reception for details of your nearest Donation Station.

**THANK YOU. WE HOPE YOU HAVE ENJOYED YOUR STAY IN OUR ACCOMMODATION.**