So you’re leaving us...
Your personal checklist for a smooth move out:

1. **Mail redirection - don’t miss your post!**
   - Set this up at any post office or online (www.royalmail.com); keep in mind this must be done at least five working days before your contract ends!

2. **Bedroom**
   - Clean floor and vacuum carpet
   - Wipe down all surfaces including desk, bookcase and wardrobe
   - Take down posters and stickers from notice board, walls and ceiling
   - Remove all personal belongings*
   - Throw out all rubbish and empty bin

3. **Washroom / en suite**
   - Clean washbasin and 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 (team up with flatmates to make this easy!)**
   - Take down 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 one or you are the last resident to depart or leave) defrost the fridge and freezer and clean (inside and out)
   - Remove grease and clean cooker/oven including grill pan, oven shelves, oven door, hob and rings (you will probably need an oven cleaner to really get the grease out!).
   - Clean floor and vacuum carpet
   - Remove all rubbish and empty bin
   - Remove all personal belongings*

*Good condition personal belongings can be donated to our Leave Newcastle Happy campaign via the donation point at reception.

5. **Returning keys**
   - All that’s left is to close windows, lock your bedroom door and return all keys (including bicycle shed if you have one) to reception; refer to your departure email or check with us if you’re not sure how or where to do this, or if you’re likely to be leaving at a time when reception is closed. If you have lost your keys, please let reception know before you leave, otherwise we may have to charge you for a lock change (up to £250).

We hope you had a great stay with us. Bon voyage!