

Your personal checklist for a smooth moving out day:

1. Mail

- Ensure that you haven't ordered any items to be delivered to your accommodation after your departure date
- Change your default home address on retailer websites to ensure items are not mistakenly delivered to your accommodation after departure
- Check your letterbox and at reception before departure to ensure you have collected all items currently held for you

2. Your bedroom

- Clear the floor and Hoover the carpet
- Wipe down all surfaces including the desk, bookcase and wardrobe
- Take down posters and stickers from the notice board, walls and ceiling
- Remove all personal belongings (and donate your unwanted things via reception!)
- Throw out any rubbish and empty the bin

3. Bathroom / en suite

- Clean the sink and toilet (inside and out)
- Clean the shower tray/cubicle
- Wipe down surfaces (using a bathroom cleaner)
- Remove all personal belongings
- Remove all rubbish and empty the bin

4. Shared areas—team up for this!

- Take down all posters and stickers from the notice board, walls and ceiling
- Empty the kitchen cupboards and clean them (inside and out)
- Wipe down all surfaces, including worktops and tables
- Remove your food from the fridge/freezer. If you don't share or are the last to leave, defrost the fridge/freezer and clean it inside and out
- Remove grease and clean the cooker/oven, including the grill, shelves, door, hob and rings
- Clean the floor and Hoover the carpet
- Remove all rubbish and empty bin(s)
- Remove all personal belongings

5. Returning keys

- Lastly, close windows, lock your bedroom and return all keys to reception. Refer to your departure email or check with us if you're unsure of how to do this, or if you're looking to leave at a time when reception's closed. If you've lost your keys, please let reception know before you leave.

We hope you had a great stay with us; bon voyage!