

Moving Out Checklist

Follow these steps to ensure a smooth departure from your Student digs. Tick when completed so you don't forget something important!



| Have you remembered... | What to do... | Done? |
|---|--|-------|
| Rent – Have you paid all your rent? | Check the landlord has received all the rent if you are unsure | |
| Bond/Deposit – Do you know your Deposit ID and details of where your bond is protected? There are three possible deposit schemes. | Check your tenancy contract and email mail box for the details. If unsure, ask your landlord or contact your Tenancy Deposit Service. | |
| Inventory – Have you checked the inventory you filled in when you moved in? Check for damages that were not there when you moved in. | Check the inventory with your landlord. Arrange an inspection date. Contact your Tenancy Deposit Protection Service if any disagreements arise with regards to the deposit/bond. | |
| Cleaning – Have you left the property in a clean state? | Clean all areas thoroughly to ensure you get your deposit back. Share duties between housemates. Check on inventory what needs to be done. | |
| Recycling and Rubbish – Have you removed all recycling /waste from property and front and back gardens? Check bin days to avoid a £100 Fixed Penalty Notice from Cardiff Council. | Check collection day at www.cardiffdigs.co.uk/recycling-waste or download the “Cardiff Gov” app for free reminders - collection days often change with bank holidays. Put recycling/ waste on the pavement outside your property by 6am on the day of collection (but not earlier than 4.30pm the day before). | |
| Love When You Leave – Had a clear out? Know your options for those extra items of waste that “appear” when you move out. | Plan ahead to make the most of free and sustainable options. Visit www.cardiffdigs.co.uk/lovewhenyouleave for all of the options available | |
| TV Licence – Have you told them you are moving out? You may be eligible for a partial refund! | Update your details on www.tvlicensing.co.uk | |
| Mail – Have you changed your address to back home for the summer? | Contact Doctors, Bank, Mobile phone company, Friends, Family, DVLA, Employer. | |
| Keys – Have you returned your keys to your landlord/letting agent? | Give landlord/letting agent keys at the moving out inspection. | |
| Bills - Gas, electricity and water Ensure you've paid outstanding bills. | Take meter readings and notify utility companies of moving out date. | |