

ACCOMMODATION SERVICES MOVING OUT INFORMATION

Checklist

- Remove all personal belongings
- Clean bedroom and where applicable en-suite
- Remove all food, tins, etc from fridge and kitchen cupboards
- Clean your designated communal area
- Remove rubbish/unwanted items and dispose of appropriately
- Exchange contact details with flat mates
- Arrange to re-direct all post
- Complete your E-departure online

And finally before you leave

- Close and lock all windows
- Lock your bedroom door
- Return your keys and swipe card to reception to sign out of the accommodation

- Take your bike home with you (remember we dispose of any bikes left over summer)

***Broadgate
Park
The Place
to Be***

The time is approaching when you will be thinking about leaving your accommodation. We want your moving out process to go as smooth as possible and therefore have compiled some essential information and tips about what is expected of you before you leave.

You need to make sure you have moved out of your accommodation by the end of your licence period.

Please check your end date here:

Semester 1- 10am Friday 26th January 2018

Semester 2- 10am Saturday 23rd June 2018

Undergraduates – 10am Friday 27th July 2018

Postgraduates – 10am Saturday 15th September 2018

In the event you are not sure when your contract finishes, please speak to a member of staff at the main reception or enquire at broadgatepark@upp-ltd.com.

At the end of your licence we will carry out a bed room inspection to check for cleaning and any damage, photographs will be taken of any cleaning required and or damage that may be chargeable to you. After everyone in the flat has left we will inspect the communal areas of the flat.

This leaflet provides valuable information of what we expect in terms of cleaning your flat and if it's not acceptable when you have all left, how much you will all be charged if we have to put it right.

If you have any queries or concerns as a result of this information, please speak to your residence manager during office hours between 08:00 and 18:00, Monday to Friday or email them on bgpresidencemanagers@upp-ltd.com.

To ensure the return of your £250 Damage Deposit it is important that you:

- ✓ agree with your flatmates who is responsible for cleaning the various communal areas and ensure that cleaning is completed by everyone to the required standards
- ✓ remove all rubbish from your bedroom and ensure removal of all your personal belongings when you leave
- ✓ clean your room and shower room thoroughly before you leave
- ✓ tell your Residence Manager about any damage in your room or the flat.

When you return your key or access card this signals to us you have moved out of your room and will not be returning.

Return of damage deposit

Your deposit should be returned to you within 4 Weeks from the end of your contract– this will be credited into the bank account you nominate on the Broadgate Park portal.

How to complete your information...

UK Bank Account – Complete details online

International Accounts – Complete details online

USA/Canada/Australia – Complete form

We will e-mail you a statement listing any deductions from your damage deposit. Please remember that you may have incurred charges during the course of the year also which you will already have been notified about.

If cleaning and damage charges total more than £250, and no deposit is to be returned, we will send you an invoice showing the balance of charges.

Did you know....

That bedroom mattresses are the most common cause of charges issued to students at the end of the year. During the final inspection UPP staff check ALL mattresses for staining or damage and photographs will be taken if necessary. Any that are found to be stained or damaged in any way will be replaced prior to the arrival of new students in September.

The current cost to replace a mattress is £90.00

Bikes

Undergraduates – Remember to take your bikes home with you as any bikes left after 27th July will be disposed of.

Postgraduates – If you have a bike on site please ensure that you collect a cable tie from reception to attach to your bike. Any bikes without a cable tie will be disposed of.

Other important things to note:

- ✓ **Shared responsibility** - In line with the terms and conditions of your residents agreement any charges for cleaning, repair and redecoration of any communal areas equally among residents of the flat or block. Do your best to leave the flat and your bedroom clean and tidy. It's important to note, **even if you are the first person to leave, you will be charged according to the condition of the flat at the time of the final inspection.**

- ✓ **Keys** - all keys must be received by reception by 10am at the end of your licence period. If you fail to return your keys charges will be applied.
- ✓ **Mail** - ensure you make the necessary arrangements regarding a new forwarding address for post and parcels and that you have changed your internet shopping postal addresses.

We are unable to forward or keep mail, any mail that arrives for you will be marked 'return to sender'. You might like to consider the mail redirection service operated by the Post Office (www.royalmail.com).

- ✓ **Personal Items** - ensure you remove all your belongings; we are unable to store student belongings after you have moved out and will dispose of accordingly to local charities.

Keys

It is highly recommended that you return your keys on the day you leave. However, if you choose to return them by post please use a secure padded envelope and send it registered or recorded delivery to:

**Broadgate Park Reception, Turnpike Lane, Beeston,
Nottingham, NG9 2RX**

- ✓ **Contact details** - exchange addresses and contact details with your flatmates if you wish to keep in contact after you have moved out. The Data Protection Act means that we cannot give out your address or contact details.

Do not

Attempt to 'touch up' or redecorate the walls in your flat that may be stained or damaged. This often makes the wall look worse which will result in the whole wall having to be redecorated

Cleaning

Bedroom:

- Remove all rubbish and belongings
- Remove your posters off notice boards
- Vacuum carpet
- Empty wardrobe and drawers.

Shower room:

- Make sure the shower, floor, sink and toilet are clean.
- Remove rubbish
- Wipe clean all surfaces

Hallway:

- Remove rubbish
- Vacuum floor

Kitchen/diner/lounge:

- Empty cupboards and drawers and wipe clean
- Remove rubbish
- Remove your posters off notice boards
- Remove all items out of the fridge freezers
- Clean microwave
- Return furniture to its original location
- Ensure the ironing board, the vacuum and attachments are left in the kitchen

Recycling

Over the last year, residents have achieved an amazing volume of recycling. Please continue to think of the environment when you get rid of unwanted items at the end of the year.

- ✓ **DO** put items in the correct recycling bins; these include cans, glass bottles (including those impressive can/bottle pyramids that have decorated your windows over the year), plastic bottles, paper and card.
- ✓ **DO** put unwanted electrical equipment in the designated area in the bin compounds in the courtyards.
- ✓ **DO** put clothing in the clothing bins allocated around the site in the bin stores. There are 2 in the store near Alders, one in the bin store near Cedars and one at Albion House.

Charges for cleaning, repairs and redecoration

This list gives details of the charges for cleaning, repairs and decoration.

Access and security	Charge
Replacement door lock (bedroom)	£105.00
Replacement door lock (card access)	£250.00
Replacement door key	£25.00
Replacement door card	£5.00
Replacement mailbox key	£5.00
Replacement shutter key	£10.00
Replacement door closer	£35.00
Replacement door	C.A.P.I
Replacement Intercom (internal)	£60.00
Replacement Intercom (external)	C.A.P.I
Fire Equipment	
Replacement Water Fire extinguisher	£75.00
Refill Water Fire extinguisher	£35.00
Replacement Foam Fire extinguisher	£45.00
Refill Foam Fire extinguisher	£35.00
Replacement Fire Blanket	£35.00
Replacement Break Glass	£10.00
Replacement Fire Signage (per sign)	£10.00
Replacement Detector head	C.A.P.I
White Goods	
Replacement Iron	£20.00
Replacement Ironing Board	£25.00
Replacement Kettle	£20.00
Replacement 2 Slice Toaster	£20.00
Replacement 4 Slice Toaster	£30.00
Replacement Standard Microwave Oven	£67.00
Replacement Combination Oven	£195.00
Replacement Fitted Oven	£205.00
Replacement Fitted Hob	£117.00
Replacement Free standing Cooker	£295.00
Replacement Mini Fridge/Freezer	£155.00
Replacement Larder fridge	£330.00
Replacement Larder freezer	£360.00
Replacement Cooker Hood	£80.00
Disposal of Existing	C.A.P.I
Kitchen	
Replacement Worktop	£125.00
Replacement Recycle Bin (green)	£15.00
Replacement Rubbish Bin (yellow)	£15.00
Replacement Mop Bucket (yellow)	£5.00
Replacement Mop Head & Handle (yellow)	£10.00
Replacement Brush Head & Handle (yellow)	£10.00
Replacement Dustpan & Brush set (yellow)	£5.00
Replacement Wash Bowl (yellow)	£5.00
Replacement Dish Drainer (yellow)	£5.00
Replacement Breakfast Bar	£125.00
Replacement Table Large	£205.00
Replacement Table Small	£110.00

Replacement Dining Chair (wood)	£40.00
Replacement Breakfast Bar Stool (plastic)	£35.00
Replacement Blind	£55.00
Replacement Flooring (per square metre)	C.A.P.I
Bedroom	
Replacement Mattress (single)	£90.00
Replacement Mattress (Double)	£129.00
Replacement Bedbase	C.A.P.I
Replacement Wardrobe	C.A.P.I
Replacement Desk	C.A.P.I
Replacement Desk Chair	£65.00
Replacement Desk Lamp	£12.00
Replacement bookshelf	£60.00
Replacement Notice Board	£20.00
Recover Notice Board	£20.00
Replacement Mirror	£65.00
Replacement Waste bin	£8.00
Replacement Curtains	£55.00
Replacement Carpet	C.A.P.I
Bathroom	
Replacement Toilet Pan	£110.00
Replacement Toilet Cistern	£65.00
Replacement Syphon	£25.00
Replacement Toilet Seat	£35.00
Replacement Basin	£60.00
Replacement Bath	C.A.P.I
Replacement Shower rail (Riser)	£40.00
Electrical	
Damages to electrical socket or light switch	£50.00
Replacement Light Diffuser	C.A.P.I
Replacement Light	C.A.P.I
Replacement Vacuum Cleaner	£120.00
Replacement internet point	C.A.P.I
Cleaning, Painting and Repair	
Cleaning of bodily fluid	£25.00
Cleaning of Hob / Cooker	£20.00
Cleaning of Fridge / Freezer	£20.00
Cleaning of Shower/Bath room (minimum charge)	£35.00
Cleaning of Kitchen (minimum charge)	£45.00
Cleaning of Bedroom	£35.00
Cleaning of Communal	£30.00
Carpet Shampoo	£30.00
Removal of Rubbish (per bag)	£5.00
Repaint (per wall)	£35.00
Repaint (per Ceiling)	£35.00
Replacement Ceiling Tile	£25.00
Replacement Window (Reglazing)	C.A.P.I
Replacement Window	C.A.P.I
Replacement Window Restrictors	£30.00
Replacement Fire door	C.A.P.I
Replacement Fire door Spy hole	£25.00
Removal of stickers/Blu-tac to Door/Walls & Ceilings	£10.00

