

## Moving Out Checklist

There can be lots to think about when moving house so Home Run has put together a checklist of tasks to consider during the move out process. Don't be tempted to leave cleaning to the morning of your move out – this will take longer than you think!

Many deposits are not returned due to the cleanliness of properties so our checklist focuses on cleaning. We have also included some other tasks which are essential but can easily be forgotten.

Ensure you have a copy of your inventory as this details the condition of your property when you moved in. If you do not have a copy, speak with your landlord or agent and see if they can send you another copy. You may also wish to ask your landlord or agent if they are able to complete a pre-check out inspection to highlight any areas which will need attention before your move out.

If you have rubbish or recycling in your bins and are moving out before collection day, ensure that the bins are left out so these are emptied for the new tenants. If you are unsure whether an item can be placed in the recycling bin then please check the following link on Norwich City Council's waste and recycling pages - <http://www.norwich.gov.uk/WasteAndRecycling/WhatGoesInMyBins/>. Your landlord or agent may charge you for any bins not emptied by Norwich City Council or for incorrect items being placed in bins.

This checklist has been put together as general guidance for the move out process. We recommend that you contact your landlord or agent for their specific move out procedure and instructions.

### Moving Out Checklist

	To Do	Done
<b>General/all rooms</b>		
Vacuum all rooms (and stairs) thoroughly, moving furniture as you go.		
Cobwebs – look out for these in the corners!		
Cupboards, chest of drawers, wardrobes – empty and dust/polish		
Doors – dust and wipe clean		
Electricity outlets and light switches – dust and wipe clean		
Floors – sweep and mop all non-carpeted floors		
Furniture – vacuum upholstered furniture e.g sofas		
Light fittings – dust and clean. Replace bulbs where necessary and accessible		
Skirting boards – dust and wipe down		
Windows – clean glass inside and out (where accessible), dust and wipe clean sills		
<b>Kitchen</b>		
Drawers and Cabinets – empty, vacuum and wipe clean		
Washing machine – clean the door seal, checking no items have been trapped here. Clean out the detergent drawer.		
Extractor Fans – wipe over and clean filter		
Fridge and Freezer – Empty, defrost and wipe clean. Turn off power and ensure doors are left open		
Sinks – clean and remove any stains or limescale. Clean taps and turn off properly		
Oven – clean oven, grill, all attachments and the general body of the oven		
Wipe over all appliances e.g microwave, toaster (if supplied)		
Ensure all surfaces, cabinet doors, worktops, floor and internal windows are cleaned		
Empty all bins (if provided)		
<b>Bathroom</b>		
Shower/Bath/Tiling – scrub wall tiles (including grouting), screen, shower/bath. Ensure these areas are free of limescale, mould and hair		
Cabinets/Drawers – Empty, vacuum and wipe clean		
Sinks/basins – clean and remove any stains or limescale		
Taps – clean and turn off properly		
Toilets – clean thoroughly inside and out		
Clean all other surfaces including the floor and windows		

Empty all bins (if provided)		
<b>Other Tasks</b>		
Garden maintenance (check with your landlord/agent if you are responsible for this)		
Set up a mail re-direction or make sure that you have informed your bank etc. of your forwarding address.		
Check with your bank to ensure your standing order has been cancelled, otherwise your bank will continue to send rent to your landlord.		
Make sure you have cancelled your TV Licence		
Check in advance whether you are required to give notice to cancel your broadband/landline subscription		
Provide a forwarding address to the landlord/agent		
Take meter readings and contact suppliers to request a final bill		
Ensure that rubbish has been disposed of correctly. Excess rubbish should be taken to your local recycling centre. This is located at Swanton Road, Norwich, NR2 4LH. Opening times from April to August are 9am to 8pm and during September 9am to 7pm. If you have any items which are in a good condition then these could be donated to your local Charity shop or advertised on Freecycle.		