A Smart Move guide to

Moving In & Moving Out
Top Tips To Help You Make A Smart Move
Moving In Tips

New **Right to Rent** rules mean landlords must check that tenants have valid immigration permission to be in the UK, before renting to them. This applies to everyone over 18 renting in the private sector, unless the accommodation is a student hall of residence. So don’t be surprised if your landlord asks to see documents (e.g. passport, visa) within 28 days of the start of the tenancy. Landlords can be fined if they don’t do this check, so you will need to supply documents if requested to do so. Further information available at su.sheffield.ac.uk/student-advice-centre/housing/right-to-rent

**Complete the inventory.** This is a list of the furniture and other items belonging to the landlord. Use the Student Advice Centre model inventory if your landlord does not provide one. Make sure you note anything which is already damaged then sign and return it to the landlord within the time period specified in your contract (normally 7 days). Keep a copy for yourself and also take photos or a video of any serious problems.

**Think about fire safety.** Check that any alarms and smoke detectors are working. In small properties with battery operated smoke detectors it’s usually up to the tenants to replace the batteries when they run down so make sure you check them on a regular basis. Know your exit points and have a fire escape plan. Have a safe place for keys near the front door (but out of sight and reach of burglars) so you can get out in an emergency. For more information go to gov.uk/firekills

**Get contents insurance.** Sheffield is a safe city but burglaries do happen. Shop around for a good deal and make sure you read the small print. Keep doors and windows locked and use the burglar alarm if you have one. Tips on keeping your belongings safe can be found at su.sheffield.ac.uk/advice-support/safety/like-it-lock-it-keep-it

**Read the meters.** If your rent doesn’t include bills, you will need to take meter readings for electricity, gas and water (if your house has a water meter) then contact the suppliers to set up accounts. To find out who your supplier is call 0870 608 1524 for gas and 0845 070 7172 for electricity. The water supplier in Sheffield will be Yorkshire Water. You may also need to sort out phone and broadband suppliers. With all utility bills (except water) you may be able to save money by switching suppliers.
Full time students don’t usually have to pay Council Tax but you will need to provide the council with a copy of your student council tax exemption certificate to avoid being billed. You can pick up your certificate from SSiD or download it from MUSE. Students on short courses or who are in between courses may be required to pay. For more information go to sheffield.gov.uk/council-tax/students.html

Refuse collections are weekly but on a two week cycle with black bins (general household waste) and blue bins/boxes (glass, cans & plastic, paper & cardboard) being collected on alternate weeks. You are expected to place the bins out on the street by 7am on your collection day and bring them back in as soon as possible after they’ve been emptied. To find out your bin days go to sheffield.gov.uk/environment/waste/bincollections/binday.html

Pick up the keys on the day the contract starts. Check the property is clean and ready to move into. Report any repair or other issues to the landlord in writing or by email.

Introduce yourself to the neighbours. They can be an invaluable source of local information and making friends with them makes you feel part of the community. Remember they may have a very different lifestyle from you. Be considerate around late night noise. If you’re having friends round or a party, inform your neighbours in advance and don’t let things get out of hand. If you receive a complaint, apologise and keep the noise down. For more information go to su.sheffield.ac.uk/advice-support/wellbeing/staying-up-keep-it-down

If you watch live TV on any device you will need a TV licence. If you have a joint tenancy you only need one licence for the whole house. You may be able to sign up for cable or satellite services but shop around for a good deal and don’t sign up to contracts which last longer than your tenancy. For more information go to tvlicensing.co.uk

Check your gas safety certificate. Landlords must have gas safety checks carried out by a GAS SAFE registered engineer every 12 months. Tenants are entitled to see the certificate so ask for it. If you smell gas call 0800 111 999 immediately. Also be aware of the risks of carbon monoxide poisoning and know the signs. For more information go to gassaferegister.co.uk/help-and-advice/renting-a-property/

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If you are a student from the UK, EU or commonwealth you can register to vote. Even if you’re not interested in politics, being on the electoral register can help your credit rating. For more information go to gov.uk/register-to-vote

Most student housing is within walking distance of the University or close to a bus or tram route so you probably won’t need to bring your car. If you do bring a car, depending on where you live, you may need a resident’s parking permit to park near your house. You will also need a permit to park on University premises. For more information go to sheffield.gov.uk/roads/travel/driving/parking/parking-permits/resident.html and www.sheffield.ac.uk/parkingservices
**Moving Out Tips**

**Take final meter readings** for electricity, gas and (if applicable) water. Contact the suppliers to finalise the bills. Remember to keep proof of payment as you may need this to get your deposit back.

**Clean the house.** Follow any leaving procedures or instructions given by the landlord. Make sure that at least one member of the group attends the check out inspection. If this isn’t possible, the last person to leave should take photos or even a video of the house so you can prove that you left it in good condition.

**Return the keys.** Many landlords give a time by which keys must be returned. If you return your keys late, you could be charged.

**Exchange forwarding addresses and contact numbers** with your housemates. There may be things you need to sort out (such as getting everyone to pay their share of the final bills) or just to stay in touch. Don’t forget to tell the University and the police (for some international students) that you have moved. To arrange postal redirection (so you don’t lose important mail after you leave) go to [royalmail.com](http://royalmail.com).

**Recycle unwanted belongings** by donating them to the British Heart Foundation. Anything that can’t be recycled and won’t fit into your black bin can be disposed of via the Red Sack scheme. Special BHF sacks and red sacks will be available to collect from the Student Advice Centre and propertywithUS from mid-May. [sheffieldsu.com/donatedontwaste](http://sheffieldsu.com/donatedontwaste).

**Don’t forget about your deposit.** Some deposit protection schemes have a 90 day time limit on registering a dispute so it’s important not to miss this. For more information on deposits pick up a free Deposits Handbook from the Student Advice Centre.

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The Student Advice Centre can help with any housing issue. Email advice@sheffield.ac.uk or call 0114 222 8660 to make an appointment with a housing adviser.