

Deposit Recovery Pack

As you approach the end of your tenancy you might be eager to pack your bags, go back home, go on holiday or move onto the next place; but don't forget about that deposit you paid at the start of your tenancy.

Your landlord has a responsibility to protect your deposit in one of the following schemes:

- The Deposit Protection Service (Insured and Custodial)

<http://www.depositprotection.com/>

- My Deposits

<http://www.mydeposits.co.uk/>

- TDS

<http://www.tds.gb.com/>

This means that your deposit will be securely held up to three months after the end of your tenancy. Should you have any disputes over deductions you can utilise the dispute resolution service within your scheme who will arbitrate independently on any disputes.

However after the three months have elapsed your deposit will no longer be protected and you may find it more difficult to get it back from the landlord or dispute unfair charges, so make sure you take steps to contact your landlord about this once your tenancy has ended.

How to get your deposit returned in full!

Your landlord can only use your deposit to claim against unpaid rent, this includes utilities when they are part of the rent charge (A bills inclusive contract), or to make good the state of the property after you have left.

You only need to leave the property in the same condition it was in when your tenancy started. If you are in a joint tenancy this means the start date on the tenancy not the date you moved in, so be aware if you are moving in later than the rest of your household.

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In any future tenancies it is good practice for you to make your own inventory and take pictures of any faults, untidiness or discrepancies and send these to your landlord as a record.

It is also good practice to check your tenancy agreement as you may be responsible for certain items that you were unaware of, for instance:

- Light bulbs
- Fuses
- Batteries in smoke alarms
- Gardening
- External window cleaning

Cleaning list

There are certain things that are easy to forget when you are leaving a property that your landlord might charge you for.

You might have cleaned the whole property but forgotten about the oven for example, and the landlord can then charge professional cleaning costs for relatively small jobs.

Here are a few things to remember:

- Clean the oven (both inside and out)
- Defrost the fridge and freezer
- Dust and clean the skirting boards
- Remove any blu-tack and clean any marks from the walls
- Dust and clean the top of the kitchen cupboards (and the insides too!)
- Empty all your bins and leave out for collection
- Leave the exterior of the property tidy and do not fly tip!
- Thoroughly clean the bathroom and remove any mould or mildew

If you have any belongings you want to get rid of whether furniture, books or clothes, there are often recycling initiatives on such as the British Heart Foundation so look out for bags and bins.

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Utility Bills

You should remember to take meter readings for your gas, electricity and possibly water and provide these to your suppliers, close the accounts and supply a forwarding address.

You should close down any other relevant accounts and inform the Council you will be leaving at the end of your tenancy.

Problems and issues

If you are having problems with getting your deposit back from your landlord you should contact the relevant deposit scheme and ask for them to arbitrate. If your landlord is accredited you could contact Manchester Student Homes for assistance.

If you believe your deposit is unprotected you should first write to your landlord to request details of the protection and check with the relevant schemes to see if it has been protected. If you find your landlord has failed to protect it you can take action through the courts.

You may find it useful to read the following and you can also contact us for assistance with the process for claiming back unprotected deposits:

http://england.shelter.org.uk/get_advice/tenancy_deposits/getting_your_deposit_back