

# End of Tenancy Checklist

Before you hand back the keys, make sure your place is in the same condition as when your tenancy **officially** started (not just the day you moved in!).

## Know Your Responsibilities

Check your tenancy agreement for tasks you might need to take care of, like:

- Changing light bulbs
- Replacing fuses & smoke alarm batteries
- Gardening & outdoor upkeep
- Cleaning external windows

## Cleaning Checklist

Before you move out, make sure you:

- Donate** unwanted but good-quality items and unopened food through the [Give It Don't Bin It](#) campaign. Find donation banks near campus or [visit a pop-up site](#).
- Furniture Donations** – Use the British Heart Foundation's [free collection](#) service.
- Kitchen Deep Clean** – Scrub the oven (inside & out), defrost and wipe down the fridge and freezer, dust cupboards (inside & on top!).
- Bathroom Refresh** – Remove mildew/mold and clean thoroughly.
- General Cleaning** – Dust skirting boards, clean walls (including removing blu-tack marks), vacuum everything (yes, even under the beds!).
- Waste & Bins** – Empty **all** internal bins and sort into the correct external bins.
- Wheelie Bins** – Put them out **before** moving day, not on the day!
- Final Outdoor Check** – Leave the exterior tidy and avoid **fly-tipping**.

Taking these steps helps you avoid extra charges and leaves the property ready for the next tenants. Easy!

Before you leave, make sure you've sorted these important tasks to avoid unexpected charges!

## Tech & Utilities

**Final Meter Readings** – The last person in the house should take meter readings (photos are helpful!) and send them to your suppliers to close accounts.

- Gas:** Reading \_\_\_\_\_ Date \_\_\_\_\_
- Electricity:** Reading \_\_\_\_\_ Date \_\_\_\_\_
- Water:** Reading \_\_\_\_\_ Date \_\_\_\_\_
- Return Routers & TV Box** – Some suppliers may charge you if these aren't returned.

## Council Tax

Most final-year students **are liable for council tax** for the last few weeks of the tenancy, as student status usually ends at the beginning of June.

Not providing a forwarding address could mean missing council tax bills, leading to fees or court charges.

- Non-Final Year Students** – Email the council with your new student/term-time address.
- Final Year Students** – Email the council with your forwarding address.

## **Getting Your Deposit Back!**

Your landlord has **10 days** to return your deposit once you've both agreed on the amount.

**Deductions** can only be made at the end of your tenancy—and only if **you or the lead tenant agree** to them.

**Think the deductions are unfair?** There are steps you can take! Find out more on the [Manchester Student Homes website](#).

**Need help?** Email us at [manchesterstudenthomes@manchester.ac.uk](mailto:manchesterstudenthomes@manchester.ac.uk) or give us a call for advice.