

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*

Please ensure that you have moved out of your accommodation by the end of your licence period.

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.

All keys must be returned to reception by 10am at the end of your licence period. If you fail to return your keys charges will be applied.

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**

At the end of your licence we will carry out a bedroom 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.

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 bgpsidencemanagers@upp-ltd.com.

Please ensure that the following has been completed before you check out:

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

• [Return of damage deposit](#)

Your deposit should be returned to you within 4 Weeks (28 Days) 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 notify you by email when your statement listing any deductions from your damage deposit is available. 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.