

MOVING OUT CHECKLIST

PRINT ME OUT AND TICK ME OFF AS YOU GO.



BEFORE YOU TOUCH ANY BOXES

- ☐ Write down your move out date and time
- ☐ Change your postal address and redirect any mail (it will be returned to sender if not)
- ☐ Check reception, mailboxes and lockers for any deliveries

GET RID OF THE THINGS YOU DON'T NEED

- ☐ Donate items to your designated BHF bin
- ☐ Separate recyclable waste into correct bins
- ☐ Carefully dispose of glass items by wrapping in cardboard

CLEAN UP & SWITCH OFF

- ☐ Empty and clean kitchen areas, ensuites and your bedroom
- ☐ Check all taps are turned off
- ☐ Check all electrical appliances and lights are turned off
- ☐ Close all windows and lock all doors

ALMOST TIME TO LEAVE

- ☐ Remove your bike from bike shelter
- ☐ Return your keys/swipe card, labelled with your UID.

Please note, any items left in halls will be deemed unwanted and disposed of.