

DEPARTURE DAY CHECKLIST



1. CHECK YOUR DEPARTURE DATE

Late departures may incur additional fees. So please check your departure date and time. You can find all details for your tenancy agreement via Resident Login or ask a member of the team.



5. TURN OFF LIGHTS & HEATING WHEN YOU LEAVE

Please ensure all lights are switched off and heating turned off when you leave. Also check no water is left running.



2. CLEAN YOUR ROOM & REMOVE ALL PERSONAL ITEMS

Your flat must be left in the same condition as it was when you moved in. Please ensure your room is clean and clear of any personal belongings before you check-out.



6. SEE IT? REPORT IT!

We understand that sometimes things break. The important thing is not to worry. Whether it's a broken chair or a busted bulb, the sooner these issues are reported to our team, the sooner we can have them fixed. Maintenance requests can be logged at the reception desk, by email or online via your Resident Log-In. If you take the time to let us know of any problems before you leave, we'll have a greater chance of repairing them without you incurring charges.



3. DISPOSE OF ALL RUBBISH

Please dispose of all rubbish in our bin stores before you leave.



7. RETURN YOUR KEYS

All keys must be returned to reception when you leave. You can collect a brown envelope from reception and place your flat key/fob and mailbox key in the envelope. Please add your **name, Downing Student ID number** and **flat number** on the front of the envelope.

Please ensure you are ready to depart when you return your keys as you will not be able to access your room again after this.

It's really important you remember to return your keys as you could be charged for replacements.



4. RECYCLE & FEEL GOOD

Every year we team up with local charities to minimise waste and ensure that any unwanted items are recycled for good causes. If you plan on leaving something behind, please do so at our recycling points. Please be aware we do not accept:

- Used bedding, duvets, pillows or cushions
- Defective equipment
- General waste/rubbish

NEED HELP PACKING?

There are collection and removal services such as Lovespace who will charge a fee to help you pack and move.



DOWNING
students