

HOW TO MOVE OUT GUIDE

2019



YOUR
UNION

UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION

Scottish Registered Charity, no. SC011868

HOW TO MOVET OUT GUIDE 2019

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THANK YOU FOR READING THIS GUIDE!

Please get in touch (SRCaccommodation@) with any issues regarding accommodation and like our Facebook page for updates (@accommodationstandrews)



HI ALL,

It's that time of the year again! Just before the rush of exams start, my subcommittee and I thought that we would publish a guide which helps you to prepare to move out of your accommodation later in the semester.

From private accommodation to halls of residence, we hope we have covered all the little bits and bobs you might forget about moving out of your property/room.

Please email srcaccommodation@ or message our Facebook page Accommodation St Andrews if you need any more advice.

There is a great resource from shelter Scotland that might also help - https://scotland.shelter.org.uk/get_advice/guides/students

If you are leaving private accommodation please don't forget to rate your property on <https://www.marksoutoftenancy.com> - it only takes 5 minutes! This will be a great resource for students that are looking for a private property next year as they will be able to read your reviews to understand the town's properties better. Your overall thoughts on living in a property will help fill in the picture.

It has been a wonderful year being SRC accommodation subcommittee, and we hope you find the guide helpful.

ALL THE BEST,

LUCY

(SRC ACCOMMODATION OFFICER 2018-19) AND THE SRC ACCOMMODATION SUB-COMMITTEE



MOVING OUT

PRIVATE ACCOMMODATION TIMELINE

2-3 MONTHS BEFORE YOU LEAVE:

1. Check with your flatmates and agree on a set day when you would like to leave the property.
 - Remember – all tenants must agree on a single date!
 - When this is decided, let the landlord or the letting agency know this date; they will give you a document called a 'Notice to Leave' and this will confirm your leaving date.
 - This needs to be done **at least 28 days before** you would like to leave the property.
2. Check if a final property inspection needs doing – this might need to be done before you leave.
3. Check the lease and with the landlord/letting agency about what condition the property needs to be in when you leave. This could include the windows being cleaned and the bins having to be cleaned and fully emptied.
4. Do you need to arrange storage for all your belongings over the summer? If you do, there are many companies that offer this service.
 - a. One of them that we recommend is Local Student Storage, which was created by former students.
 - b. ** Please be aware that, following a serious incident in 2017 involving an alleged assault on University staff by employees of the Big Space storage company on University premises, the University has taken action to prohibit representatives of this company from accessing all University property and buildings. The Big Space also trades as Boxmove Limited. We strongly advise students against using either of these companies' services.**
5. Start thinking about transferring the post that you receive to the place where you will be living next. You can re-direct post with the royal mail, just visit their website to learn how to do this.
6. Contact your utilities provider to let them know when you will be leaving the property. Doing this means that they know when the last bill should be and you will not pay for any energy being used when you are no longer renting the property.



MOVING OUT

PRIVATE ACCOMMODATION TIMELINE

1 WEEK BEFORE YOU LEAVE

1. Create a deep-cleaning schedule with your flatmates. Cleaning will take a lot longer than you expect, so be prepared! Don't forget about the oven, behind the sofas, under the beds, and the fridge and freezer.
2. Start packing your room up and make sure you have enough boxes! Boxes are normally given out by storage companies but these can be ordered online in advance.
3. Consider donating items you no longer need such as clothes, text books, unused stationery, non-perishables, and household goods.
 - a. If you are not living in Student Hall the StAnd Reuse Town a St Andrews Environmental Network (StAndEN) project will collect your unwanted items directly from your accommodation. You can book a collection by either completing the form on the Transition website <http://www.transitionsta.org/2019/02/leaving-town-arrange-a-free-collection-of-unwanted-goods-with-standen/> or by contacting StAndEN directly through the contact form on <http://www.standrewsenvironmental.org> or phoning the office on 01334659315. Please allow at least five clear working days before you leave to allow us to arrange a suitable pickup appointment.
 - b. There are also lots of charity shops in town that are happy to accept donations.
 - c. Non-perishable foods can also be donated at Tesco or at food banks.
4. Let your neighbours know when you are planning to leave so they are aware that there may be disruption on that day (e.g. parking).
5. Confirm collection times with your storage company and final inspections with your letting agent.



MOVING OUT

PRIVATE ACCOMMODATION TIMELINE

1 DAY BEFORE YOU LEAVE

It's just one day until moving out day, and you may think there's no more work to be done, but it's always worth double checking!

1. Firstly, have another check that your whole property has been deep cleaned – this is your last chance to do the bits you missed or were putting off! Leaving a clean property is not only respectful to the new tenants, but *is vital in order to get your deposit money back*.
2. Next, check all cupboards in the kitchen, and any other storage spaces within your property, and remove all personal belongings. The last thing you need is for half your pots and pans to go missing! Retrieving forgotten items after the end of your contract may not be possible, or certainly not easy, so it's safer to have a thorough search now.
3. Finally, with one day to go it is the perfect opportunity to get your flatmates together and review your house for [Marks Out of Tenancy](#), a property review service that the Student Association has a partnership with. Filling out the details of your property – its location, letting agency, and a 'mark' - doesn't take long, but can be very beneficial for students who are house-hunting in the future.





MARKS OUT OF TENANCY

Marks Out Of Tenancy enables tenants to share reviews, encompassing their entire rental experience, from dealing with landlords and letting agents, to the quality of the area, and their feelings on the properties themselves.

This approach makes reviews incredibly useful to users to find out what a place is like to live in before signing a tenancy agreement.

Questions like “ What’s the landlord like to deal with? What sort of track record does this letting agent have? What’s the flat like to live in?” can all be explored before signing a tenancy agreement.

Marks Out of Tenancy exists to help renters make better informed decisions about the place they want to call ‘home’.

Please take 5 minutes to rate your property as you leave, it’s a really easy way to improve St Andrews housing.

<https://www.marksoutoftenancy.com/>



HMO Help

Fife Council can help you as a student tenant in private accommodation:

HMO Licensing

Call: 01592 583162

Email: HMO.licensing@fife.gov.uk

Landlord Registration

Call: 01592 583397

Email: landlords.registration@fife.gov.uk

Private Sector Standards

Call: 01592 583396

Email: privatesector.standards@fife.gov.uk

Want to read up on tenant rights and responsibilities or learn more about the Private Rented Sector in Fife?

Check out these Fife Direct pages:

www.fifedirect.org.uk/PrivateRentedSector

www.fifedirect.org.uk/PrivateTenants

MOVING OUT

STUDENT HALL TIMELINE

1 MONTH BEFORE MOVING OUT:

- Do you need to arrange storage for all your belongings over the summer? If you do, there are many companies that offer this service.
 - One of them that we recommend is Local Student Storage, which was created by former students.
 - ** Please be aware that, following a serious incident in 2017 involving an alleged assault on University staff by employees of the Big Space storage company on University premises, the University has taken action to prohibit representatives of this company from accessing all University property and buildings. The Big Space also trades as Boxmove Limited. We strongly advise students against using either of these companies' services.**
- If you are moving out of halls and into a flat, be sure to check and see if you can store your belongings in your flat over the summer. If you are able to do so, try and arrange a taxi to help you move at least a few days before.

1 WEEK BEFORE:

- Check your university email for any info from your RSMs about moving out.
- Make sure you get your luggage from the hall porter -- waiting too long can mean not having your luggage to leave!
- Start packing! -- Packing up and cleaning your room always takes longer than you would expect. Do not save it for the night before!
- Divert your mail -- Be sure to stop all mail coming to your hall address, even if you will have the same address in September. Any mail that arrives over the summer will be returned to sender.



MOVING OUT

STUDENT HALL TIMELINE

1 DAY BEFORE:

- Clear your room of any rubbish -- anything left in your room will be treated as rubbish and discarded, so be thorough!
- Put all furniture back in original positions
- Donate/recycle items
 - If you are living in Student Halls then StAnd Reuse, a Transition University of St Andrews project, will be setting up collection points in each of the halls for you to leave unwanted items.
- Put your things in storage -- At the very latest, have your hired storage company pick up your boxes the day before you leave. If you are storing your belongings in a flat, arrange for transport to help you move your items on this day.
- Donate or discard any remaining food you might have in the fridge or in your room
 - Non-perishable foods can also be donated at Tesco or at food banks.

THE DAY OF:

- If your hall uses physical keys, be sure to return your key before departure. Return your key to the RSM or Warden on duty. If you fail to return your key you will be fined.
- Double check that you did not forget or leave anything in your room.



STAND REUSE

There are two schemes available for you depending on whether you are living in halls of residence.

If you are living in Student Halls then StAnd Reuse, a Transition University of St Andrews project, will be setting up collection points in each of the halls for you to leave unwanted items. A group of volunteers will sort as much as possible over the two weeks leading up to the end of term. These items will be picked up by vans over one or two days. Books are donated to Barnardo's, unopened food to the local foodbank and clothes to the British Heart Foundation, all other items are stored over the holidays and made available to students throughout the next academic year. The bulk of the items are given away at the during Fresher's week.

If you are not living in Student Hall the StAnd Reuse Town a St Andrews Environmental Network (StAndEN) project will collect your unwanted items directly from your accommodation. You can book a collection by either completing the form on the Transition website <http://www.transitionsta.org/2019/02/leaving-town-arrange-a-free-collection-of-unwanted-goods-with-standen/> or by contacting StAndEN directly through the contact form on <http://www.standrewsenvironmental.org> or phoning the office on 01334659315.

Please allow at least five clear working days before you leave to allow us to arrange a suitable pickup appointment.



STAND REUSE

- StAnd donates all items we receive to people and projects within the local community that need them.

Both projects will collect the following:

- all kitchenware items (pans, glassware, cutlery, crockery).
- smaller household items (mirrors, storage units, coathangers)
- small working electrical items (blenders, hairdryers, kettles)
- stationery (ringbinders, holepunches, staplers, working pens, paper)
- Books and Media (CDS, DVDS, games)
- Food unopened and non-perishable.
- toiletries and cleaning products
- Miscellaneous goods (in the past these have included tents, a kayak paddle, champagne coolers, bicycle pumps and the two cuties below).
- Clothes, Shoes and Bedding. Sadly we don't take much in the way of pillows and duvets though



