

CHECK OUT GUIDE

As your tenancy is coming to an end, you're probably thinking about moving out and clearing your room. Thankfully we've created this handy 9 Step check out guide which should help you get started



STILL NOT SORTED YOUR ACCOMMODATION FOR NEXT YEAR?

Take the hassle out of finding accommodation and Rebook with Abodus. No surprises, just quality accommodation with great customer service.

STEP 1: SETTLE OUTSTANDING CHARGES

Please ensure that you settle all outstanding charges prior to departure to avoid these being deducted from your deposit. You can make payments via your online account, or you can contact your site team directly who can assist you.

STEP 2: CLEAN YOUR FLAT

Please make sure your room, and any communal areas, are left in a clean and tidy state, ensuring you leave your windows open for infection control. Please follow our handy cleaning guide to avoid deductions from your deposit:

Bedroom

- Dispose of all Rubbish
- Clean & Vacuum
- Wipe all surfaces
- Clear Notice Board
- Remove all coat hangers
- Remove all wall marks
- Remove personal belongings

En-Suite

- Dispose of all Rubbish
- Clean all surfaces
- Clean Toilet & Shower
- Clean Floor
- Remove personal belongings

Kitchen

- Dispose of all Rubbish
- Empty Fridge/Freezer & Clean
- Empty Cupboards & Clean
- Clean Hob and Oven
- Clean Microwave
- Wipe all surfaces & furniture
- Clean Floor
- Remove personal belongings

Hallway

- Dispose of all Rubbish
- Remove all wall marks
- Vacuum Floor
- Remove personal belongings

STEP 3: NON-CONTACT CHECK-OUTS

In order to minimise risks around the check-out process we have made all checkouts “non-contact”.

It won't be possible to conduct an attended checkout inspection due to social distancing and infection control, so all check out inspections will need to be done post-check out by our on-site teams. We will inspect your room/flat and will be in touch to let you know if there are any deductions from your deposit.

STEP 4: RETURN KEYS

Once you're all packed and your room has been cleaned and emptied, lock your door and return your keys at reception.

In accordance with our non-contact check out process, you will need to return your key via a key envelope which will be available at reception. Please ensure the envelope has your name and room number on it and leave it in the key drop box.

STEP 5: REDIRECT MAIL

Don't forget to collect any outstanding parcels and to make sure you notify your family, friends and any online shopping sites of your change of address.

Unfortunately, we're unable to hold or forward any mail for you once you have left. Royal Mail have a redirection service that you might find helpful more information can be found here <https://www.royalmail.com/personal/receiving-mail/redirection>

STEP 6: BIKES

Don't forget to take your bikes with you when you leave. Unfortunately, we are unable to accept responsibility for any loss or damage to bikes left on site.

STEP 7: DEPOSIT RETURN

We'll refund your deposit to you (minus any charges, where applicable) within 30 days of your check out or end of tenancy if you have chosen to leave early. Your deposit can be refunded to a UK or International bank account.

Please ensure you have updated the bank details on your portal to prevent any delays!

STEP 8: STORAGE

If you've rebooked with us for next year, then we can hold your post for you until you return in September. If you've rebooked to live with us next year and you are staying in the same room, then you'll need to box up your belongings and leave them in your room, under your bed or in boxes in your wardrobe. (This includes all kitchen/living area belongings too).

If you are staying with us but moving to a new room, your items need to be boxed and the move label attached displaying the room number they are being moved to, relocation labels are available in reception. Your items will be moved to your new room once it is ready.

NOTE: you will need to bring your own pens and sellotape to attach and complete the label as these will not be provided onsite.

STEP 9: WHAT ABOUT NEXT YEAR?

We are sad to see you leave; if you would like to stay with us next year we would love to have you back. To rebook for 2020/21 simply log on to www.abodusstudents.com.

THANK YOU FOR CHOOSING ABODUS

We know that you have many options when choosing your accommodation, so we feel privileged that you chose Abodus.

We would like to take this opportunity to thank you for living with us. We hope you've had a great time and we wish you all the very best with your future adventures. For those of you choosing to stay with us next year, we look forward to welcoming you back in September.

Recharge List

GENERAL DECORATION	Cost
BEDROOM- re-painting - ALL WALLS	£85
BEDROOM- Re-painting - 1 wall	£30
STUDIO- Re-painting - ALL WALLS	£110
KITCHEN/LOUNGE- Re-painting ALL WALLS	£140
KITCHEN- Re-painting - 1 wall	£40
CORRIDOR- ALL WALLS (up to)	£120
CORRIDOR- 1 wall	£65
BEDROOM- Re-painting - Ceiling	£35
KITCHEN/Corridor - Re-painting - Ceiling	£50
STUDIO- Re-painting - Ceiling	£40
Hole in wall (each)	Up to £100

REPLACEMENT ITEMS - EN-SUITE	Cost
Toilet seat	£15
Wash basin	£100
Toilet roll holder	£15
Towel rail	£20
Toilet pan	£100
Mirror	£30
Shower head rail	£30
Shower head	£15
Robe hook	£5
Damage to POD wall/floor	Up to £100
Vanity Shelf	£20
Replace shower door	Up to £250
Replace/Repair Damaged Light	£50
Replace Sink Taps	£50

Lockouts/Keys	Cost
Replace NSP Door Lock Key	£25
Replace Post Box Key	£10

ADDITIONAL CLEANING - COMMUNAL	Cost
KITCHEN- FULL DEEP CLEAN	£100 all sites
Oven deep clean	£30 all sites
Hob deep clean	£20 all sites
Microwave deep clean	£10 all sites
Fridge/Freezer defrost & deep clean	£30 all sites

ADDITIONAL CLEANING - BEDROOM	Cost
BEDROOM- FULL DEEP CLEAN	£50
STUDIO- FULL DEEP CLEAN	£120
BEDROOM- floor deep clean	£25
BEDROOM- desk chair deep clean	£15

ADDITIONAL CLEANING - EN-SUITE/BATHROOM	Cost
EN-SUITE/BATHROOM- FULL DEEP CLEAN	£30

REPLACEMENT ITEMS - OTHER	Cost
Replacement fire door	£500
Door closer	£30
Spy hole	£5
Intercom unit	£100
Fire blanket	£20
Damaged socket	£15
Replace Door Stop	£5
Replace Door Handle	£40
Replace Door Hinges	£15
Replace Automatic Door Closer	£30
Replace/Repair NSP Lock	£150
Replace Door Number/Letter	£15

Recharge List

REPLACEMENT ITEMS - COMMUNAL AREA	Cost
3-seater sofa	£350
2-seater sofa	£300
Window blind	£75
Large window blind	£120
Coffee table	£75
Breakfast bar stools	£75
Replace Dining Chair	£50
Replace Dining Table	£150
Replace Breakfast Bar Leg	£20
Replace Breakfast Bar	£150
Kitchen worktop - FULL	£150
Kitchen cupboard door	£50
Replace Sink Plug / Drain	£10
Replace Sink Tap	£50
Replace Sink	£150
Fridge/Freezer	£250
Fridge/Freezer - Small	£150
Fridge/Freezer - Tall	£300
Freezer drawer	£35
Fridge/Freezer - Shelf	£25
Fridge/Freezer - Door	£100
Microwave	£50
Microwave turntable (glass tray)	£20
Integrated oven	£200
Integrated oven glass	£50
Replace Oven Shelves	£20
Replace Hob	£150
Kitchen extractor	£150
Grill pan	£30
Replace Iron	£20
Ironing board	£20
Ironing board cover	£10
Vacuum cleaner	£100
Kettle/Toaster	£20
TV	£350
Dishwasher	£300

Replace Washing Machine - Flat	£300
Replace Tumble Dryer - Flat	£300
Replace Washer/Dryer Studio	£400
Delivery Charge (if applicable)	Up to £50

REPLACEMENT ITEMS - BEDROOM AREA	Cost
Replace Coat Hook	£10
Desk chair	£75
Wardrobe	£150
Replace Studio Wardrobe	£150
Replace En-Suite Wardrobe	£150
Wardrobe mirror	£25
Replace Wardrobe Door	£75
Replace Wardrobe Shelf	£30
Bookshelves	£50
Replace bedside Cabinet	£50
Drawer unit	£50
Replace Desk Drawer	£35
Bed frame - 3/4	£250
Bed frame Double	£250
Mattress - Double	£80
Mattress - 3/4	£80
Mirror	£25
Window lock	£35
Window blind	£80
Replace Window Restrictor	£15
Replace curtain rail	£25
Replace curtains	£75
Wall heater	£120
Radiator	£120
Replace Headboard/Sideboard	£35
Replace Desk	£150
Replace Desktop	£75
Replace Noticeboard	£25
Removal of rubbish	£10 per large refuse sack
Replace Studio Cabinet Storage	£100
Replace Studio Cabinet Shelf	£35