

CHECK OUT GUIDE 2021

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

We'll have a large number of people departing in a short space of time so we appreciate your patience with this process. 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.

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. 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 completely 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)

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 2021/22 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.