

Where a property has not been completely cleared of the tenant's belongings, the Association will arrange for these to be removed and the tenant (or their estates) will be liable for the cost.

IF YOU HAVE ANY FURTHER QUERIES ABOUT ENDING YOUR TENANCY, PLEASE CONTACT YOUR HOUSING OFFICER

**Manor Estates Housing Association**  
Suite 4, 5 New Mart Place  
Edinburgh  
EH14 1RW

**Tel:-** 0131 510 8540

**Email:-** [info@manorestates.org.uk](mailto:info@manorestates.org.uk)  
**Web:-** [www.manorestates.org.uk](http://www.manorestates.org.uk)

Do you need information provided in a different language or format?



We can arrange to have information translated into most languages - please contact the office for further information.

We can also provide information in alternative formats (for example, large font or on CD) - again, contact the office for further details.



# Exit Standard

## Moving House?

This leaflet tells you what we expect you to do before you move out of your current home. It also includes some advice and information about moving house that you may find helpful.

At the end of your tenancy, we expect that you or your representative will:

### Your belongings

- Empty the property of all furnishings, including floor coverings, curtains, curtain rails or poles and blinds
- Remove all personal belongings from the property
- Remember to empty any attic and external storage spaces

### The property

- Ensure that all internal doors are in place and undamaged
- Clean all windows
- Sweep and clean all rooms, ensuring they are free from rubbish

### The kitchen

- Empty and clean all kitchen cupboards and leave kitchen surfaces clear and clean
- Remove cooker – where this is gas, ensure that the supply is capped
- Remove washing machine and turn off water supply

### The bathroom

- Clean the bathroom and remove all personal items

### Garden

- Ensure that any items belonging to you are removed from the garden area – this includes sheds/outhouses
- Ensure that any garden area associated with the property is left neat, tidy, clean and clear

### General

- Make sure that all rubbish is removed from the property and disposed of in the correct bins, per local recycling arrangements
- Ensure that all common areas are clear of any items that belong to you
- Arrange a special uplift of any bulky items no longer required – please let us know if the collection date is after you leave. Further information is available on the Council's website – [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)
- If items you no longer want may be of use to someone else, call the Council's **Re-Use Line – 0800 0665 820**
- Arrange to give final meter readings to your utility companies and leave meter keys and cards in the property
- Return all sets of keys, including keys/fobs for common stair and storage spaces

You may also wish to have your mail redirected – you should contact the Post Office direct to arrange –

[www.royalmail.com/Redirect](http://www.royalmail.com/Redirect)