

A photograph of a modern, organized desk. In the foreground, a silver laptop is open, displaying a colorful abstract wallpaper. To the left of the laptop is a white DSLR camera with a black lens. In front of the laptop are two orange resistance bands. To the right of the laptop are three small potted plants: a succulent in a white pot, a cactus in a white pot, and another succulent in a white pot. A red desk lamp with a white circular light is positioned to the right. In the background, a wooden shelf holds a blue and white patterned box and a white star-shaped object. The wall behind the desk is a light-colored, textured surface with a white electrical outlet. The overall aesthetic is clean and modern.

# Moving Out Guide

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## Moving out guide

As you are reaching the end of your contract it is time to start thinking about moving out. To make this process as efficient as possible we have some guidelines for you to follow.

### Contract End Dates

Unless specified, students may vacate at any time during the date of their move out.

Baldwin House	<b>8 June 2025</b>
St John Central <b>Students must vacate by 12:00pm noon</b>	<b>4 July 2025</b>
City Residence, Limes Court, Garden Street, Grange House, St Mary's House, All Grange Townhouse	<b>27 July 2025</b>
49 Clarence Street	<b>3 August 2025</b>

University Managed House: Variable  
(Please check your York St John student email address where communications regarding specific move out dates will have been sent by our team.)

You may have different contract lengths if you have made specific arrangements with the Accommodation Team. If you need to clarify this or if you have any questions please email [accommodation@yorks.ac.uk](mailto:accommodation@yorks.ac.uk).

## Returning Keys and Fobs

Please return your keys and fobs to the Porter's Lodge on campus by the end date of your contract.

Keys/fobs should be in an envelope that is clearly marked with your name and student ID number.

The Porters Lodge is located in St Anthony's House on the main campus, opposite Fountains Learning Centre.

The Porters Lodge is open  
Monday to Friday: 7.00am to 6.30pm  
Saturday-Sunday: closed

If the Porter's Lodge is closed keys/fobs should be handed in to the Security Office, located opposite Holgate next to Temple Hall.

**Keys/fobs should only be handed in to one of these locations. Do not leave them in your room.**

We strongly advise that you hand keys/fobs in in person, but if you are not able to do this please post them by **recorded delivery** in a padded envelope to:

St Anthony's House  
Lord Mayor's Walk  
York, YO31 7EX

Please put a note inside with your name, student ID number and address on.

If keys/fobs are missing you will be charged a replacement key fee.

Please note returning your key/s early does not mean you will receive a rent reduction.



## Post and Parcels

Make sure you have contacted Royal Mail to arrange to have your mail or online shopping re-directed ([www.royalmail.com](http://www.royalmail.com)).

**COLLECT** all outstanding parcels from your post box/Porters Lodge before leaving.

**AVOID** ordering any new parcels 2 weeks prior to moving unless they are to your new address; please be aware we CANNOT forward on any parcels.

**If you are expecting a delivery to arrive after you have vacated, you must:**

**ADVISE** Porter's Lodge of any expected parcels before you leave, failure to do so will result in parcels not being accepted.

**PROVIDE** us with current contact details.

**BE ABLE** to collect or arrange collection from Porter's Lodge within 48 hours of delivery. **Any deliveries held and not collected within the agreed time will be returned to sender.**

## Inspections and Charges

All communal areas are a shared responsibility. Any cleaning or damage charges in these areas will be divided between all house/flat mates unless somebody takes ownership. After you have left, rooms and communal areas will be inspected for cleanliness, damages and repairs.

## Parking

Several of our accommodation sites do have available parking on site. These include: City Residence, Limes Court and The Grange. You are able to book a 1-hour slot via the YSJ app to secure a parking space here. All of our other accommodation sites, except select University Managed Housing, do not have parking available. You will need to find alternative parking arrangements for your move-out date. Those who do park at these accommodation sites with no set parking will be subject to fines.



Find out more about  
parking here



## Top tips for moving out

- Start making plans regarding your move out early to prevent your moving out date being stressful. This could include collating your belongings and beginning to pack before your move out date.
- Wrap up any of your fragile items in newspaper, tissue and/or bubble wrap.
- Pop into your local supermarket or clothes shops and ask if they have any cardboard boxes to spare.
- When moving out of your accommodation, leave us a review on Rate Your Landlord, a review and ratings website that allows student tenants to leave feedback about their renting experiences. Follow the link below to leave your review today - <https://www.rateyourlandlord.org.uk/rate/>
- When packing, keep one bag aside that's got all of the essentials for your first night in your new home.
- Check every cupboard and drawer before you leave to avoid leaving anything behind.
- Drop off any unwanted clothing to one of our British Heart Foundation donation banks. These banks are red, and can be located outside at the following locations: St Anthony's House, YSJ Design Centre, The Grange, Limes Court, City Residence.
- Make sure all areas in your accommodation are clean and left in a tidy state to avoid charges.
- Don't leave any food behind – dispose of this in the appropriate bins
- Donate any unwanted crockery or kitchen utensils at St Anthony's House between 30 May - 25 July in support of IDAS before leaving campus. Please make sure that these items are clean and unbroken.



## Storage

The University cannot offer storage facilities; if you need to store any belongings over the summer you will need to consider using a storage facility:

- **Inner Space Stations**  
<https://innerspacestations.com/self-storage/student-storage-york>
- **Kit Keeper**  
<https://www.kitkeeper.co.uk/location/student-storage-in-york>
- **Lovespace**  
<https://lovespace.co.uk/student-storage/york>
- **Go Store**  
<https://www.gostore.co.uk/storage-options/student-storage-options>



# Cleaning checklist

Residents are expected to keep communal entrance lobbies and staircases free from litter and in good order.

Residents are responsible for cleaning their rooms, the kitchen, bath/shower rooms and any other areas within the flat or house.

We recommend discussing plans with your housemates regarding vacating your accommodation. Every resident is responsible for cleaning their rooms, the kitchen, bath/shower rooms and any other shared areas within the flat or house – regardless of whether they are the first to leave or last to leave. If you can work out what order you will be leaving in, whether it's one by one or all at once, you can then share responsibilities equally and make sure that everyone is clear who is doing what.

The below cleaning standards outline expectations and instructions:

## Bedroom

- All furniture must be left in a clean state.
- Damaged furniture must be reported.
- All rubbish must be removed from the premises.
- Please remember to vacuum. Don't forget hidden areas such as underneath your bed.
- Clean skirting boards, window sills and light shades.
- If you have a sink/mirror in your room these must also be cleaned.

## Bathrooms and en-suite shower rooms

- Showers - accommodation showers which have hair traps must be cleaned.
- Toilets – clean the bowl and seat thoroughly, and behind and underneath.
- Remove all limescale and staining with a specialist cleaner.
- Floors should be mopped and free of dirt and dust.

## Kitchen

- Ovens and cookers – must be cleaned both inside and out, including grill pans, shelves, control knobs and any other parts. We recommend that you use a specialist oven cleaner in order to achieve effective results, but please take care and follow manufacturers' instructions carefully.
- Microwave – clean inside and out.
- Refrigerators and freezers – must be cleaned inside and out. Signs of regular defrosting of freezers should be evident.
- Cupboards – thoroughly clean all cupboards inside and out.
- Floors – thoroughly clean and remove all marks and grease. This should include cleaning around cookers and fridges.
- Rubbish – kitchen bins and waste paper bins must be emptied and cleaned.
- Sinks/drainers – all staining and lime scale must be removed using an appropriate cleaning product.

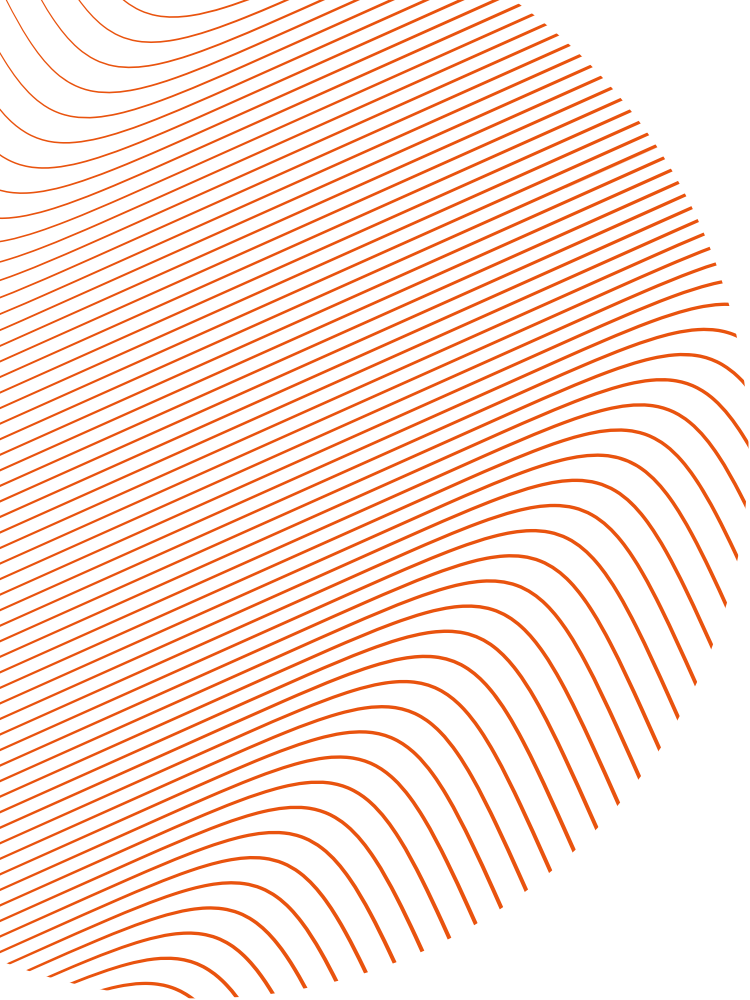
## General and all other areas

- Carpets – all carpets must be vacuumed, and furniture moved to ensure thorough cleaning. New stains are not considered fair wear and tear.
- Dusting – all horizontal surfaces, not forgetting door frames and banisters.
- You are expected to ensure that any immediate grounds are kept free of litter.
- Personal belongings and unwanted items – all personal belongings should be removed and your accommodation should be left completely clear. Unwanted items should be disposed in appropriate bins or (if appropriate) donated in charity donation points. If we have to remove any belongings or rubbish you will incur charges.
- Lock doors – make sure your bedroom and accommodation door are locked behind you.

## Cleaning Charges

If the Campus Services and Porters Team have to clean your accommodation or remove any rubbish this will result in additional charges. This will be calculated based on the number of staff, the amount of time spent cleaning/removing rubbish, plus the cost of materials and an additional disciplinary fine. Please see a table of the minimum charges below based on staff requiring up to an hour to resolve these issues. If additional staff, time, cleaning materials and equipment are required then these will be charged in addition to the minimum charge.

	Minimum activity charge	Additional Fine	Minimum total charge	Minimum activity charge breakdown
Removal of rubbish/personal belongings	£47	£50	£97	Minimum of 2 staff for up to 1 hour @ staff hourly rate +20% and minimum £15 charge for cleaning materials/transport costs. Additional staff, time and materials required will be charged on top of the minimum charge if required.
Deep clean – bedroom	£41	£50	£91	
Deep clean – en suite bedroom	£41	£50	£91	
Deep clean – kitchen	£41	£50	£91	
Deep clean – communal bathroom	£41	£50	£91	
Deep clean – studio flat	£41	£50	£91	Minimum of 1 staff for 1 hour – additional staff/time will be charged @ staff hourly rate + 20% on costs
Oven clean	£28	£50	£78	
Fridge/freezer clean	£28	£50	£78	



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